



Sussex County

DOAS13AAA039 (1)

DHSS Organization Information Review Page Check here if no Attorney

Name of Attorney for Agency Dennis McConnell, Esq
Attorney Telephone 973-347-2222
Attorney Email mlclaw@atttglobal.net
Address 1 4 Waterloo Road
Address 2 Box 111
City Stanhope **State** New Jersey **Zip** 07874

Name of Principal Agency Contact Stephen Gruchacz
Title of Principal Agency Contact Administrator
Principal Agency Telephone 973-579-0559
Principal Agency E-mail sgruchacz@sussex.nj.us
Address 1 One Spring Street
Address 2
City Newton **State** New Jersey **Zip** 07860

Name of Principal Program Contact Lorraine Hentz
Title of Principal Program Contact Director
Principal Program Telephone 973-579-0555
Principal Program E-mail lhentz@sussex.nj.us
Address 1 1 Spring Street
Address 2
City Newton **State** New Jersey **Zip** 07860

Name of Principal Fiscal Contact Bernard Re
Title of Principal Fiscal Contact Treasurer
Principal Fiscal Telephone 973 579-0300
Principal Fiscal E-mail bre@sussex.nj.us
Address 1 1 Spring Street
Address 2
City Newton **State** New Jersey **Zip** 07860

Agency Fiscal Year End (mm/dd) 12/31

Does the Agency Meet the following Licensure Requirements?

Facility N/A
Services N/A
Personnel N/A

Is a copy of the license attached?

Agency Accounting System Modified Accrual

Affirmative Action Plan Yes

Selected Type of Agency: County

By checking this box, you certify that the information listed above is accurate to the best of your knowledge.



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ADDITIONAL PROJECT TYPE SELECTION

- Supplemental Home Delivered Meals (SHDM) - 19
- Disaster Relief Funding - 45
- Chronic Disease Self Management (CDSM)-AoA - 42
- Non APC Funds - 25
- Nursing Home Diversion - 38
- Other 1
- Other 2
- Other 3
- Other 4
- Other 5
- Other 6
- Other 7



Application Summary

Will any member of the Board of Directors/Trustees receive any direct or indirect personal or monetary gain from the funding of this grant? Yes No

Name of Member(s) (separate with commas):

Does any member of the Board of Directors/Trustees serve on any board, council commission, committee or Task Force which has regulatory or advising influence on the funding program? Yes No

Name of Board, Council, etc.

Select Preferred Payment Plan Advance Payment

Name of Grantee: Sussex County

Organization Address

Sussex County

One Spring Street

Newton, NJ 07860-2091

Phone: (973) 579-0250

Fax: (973) 579-0259

Email Address:

Federal Tax Identification Number: 226002477

Vendor Number: 226002477-00

Vendor Unit: **SUSSEX CO**

Vendor Unit Address 1 SPRING STREET

Certificate of Need Project Pending Not Required

Is political subdivision covered by NJ Civil Service Merit System? Yes No

If grant is awarded, will funds be used to replace other funds which would be available in absence of award? Yes No

Name of NJDHSS Program Manager Regarding Application: Tina Zsenak

Type of Request

- New
- Renewal of Grant #: DACS12AAA015
- Modification to Grant #:

Budget Period (Month/Day/Year) - This is the period of time for which a grant is to be funded.

From: 1/1/2013 Through: 12/31/2013

Project Period (Month/Day/Year) - This the period of time expected to complete the project.

From: 1/1/2013 Through: 12/31/2013



Project Location

Statewide Project

County to Filter by:

Municipalities:

Sussex County

Hampton Township

Hardyston Township

Hopatcong Borough

Lafayette Township

Montague Township

Newton Town

Ogdensburg Borough

Sandyston Township

Sparta Township

Stanhope Borough

Stillwater Township

Sussex Borough

Vernon Township

Walpack Township

Wantage Township



Sussex County

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AAA ADVISORY COUNCIL

Name	Affiliation	Gender	Ethnicity	Race	Age	Select all That Apply			
	Veteran, Volunteer, Elected Official, Person with Disability, Other Agency, etc.					General Public	Family Caregiver	Service Provider	Represents Business Community
Richard Vohden	Elected Official, Ex-Officio	M	Not Hispanic or Latino	White (Alone)-Non-Hispanic	60 and over				
John H. Eskilson	County Administator, Ex-Officio	M	Not Hispanic or Latino	White (Alone)-Non-Hispanic	Under 60				
Stephen Gruchacz	Department Administrator,	M	Not Hispanic or Latino	White (Alone)-Non-Hispanic	60 and over				
Diane Friedberg	Senior Services Staff, Ex-Officio	F	Not Hispanic or Latino	White (Alone)-Non-Hispanic	Under 60				
Lorraine Hentz	Director Senior Services, Ex-Officio	F	Not Hispanic or Latino	White (Alone)-Non-Hispanic	Under 60				
Carol Novrit	Director Social Services, Ex-Officio	F	Not Hispanic or Latino	White (Alone)-Non-Hispanic	Under 60				
Alison McHose	Elected Official, Ex-Officio	F	Not Hispanic or Latino	White (Alone)-Non-Hispanic	Under 60				
Denise Minimi	Senior Housing Marketing	F	Not Hispanic or Latino	White (Alone)-Non-Hispanic	Under 60				
Joseph Lashendock	Retired, Volunteer	M	Not Hispanic or Latino	White (Alone)-Non-Hispanic	60 and over				
Adele Wines	Retired, Volunteer	F	Not Hispanic or Latino	White (Alone)-Non-Hispanic	60 and over				



Sussex County

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AAA ADVISORY COUNCIL

Name	Affiliation	Gender	Ethnicity	Race	Age	Select all That Apply			
	Veteran, Volunteer, Elected Official, Person with Disability, Other Agency, etc.					General Public	Family Caregiver	Service Provider	Represents Business Community
Lisa Reidinger	Senior Housing Administrator,	F	Not Hispanic or Latino	White (Alone)-Non-Hispanic	Under 60				
Tom Caines	Consultant, Volunteer	M	Not Hispanic or Latino	Black or African American (Alone)	Under 60				
Anne Nedelka	Mental Health Professional	F	Not Hispanic or Latino	White (Alone)-Non-Hispanic	Under 60				
Maureen Cianci	Health Care Educator, Nurse	F	Not Hispanic or Latino	White (Alone)-Non-Hispanic	Under 60				
Kathryn Orr	Retired Educator, Volunteer	F	Not Hispanic or Latino	White (Alone)-Non-Hispanic	60 and over				
Robert Panzer	Retired, Volunteer, Disabled Advocate	M	Not Hispanic or Latino	White (Alone)-Non-Hispanic	60 and over				
Nancy Heslin	Attorney, Volunteer	F	Not Hispanic or Latino	White (Alone)-Non-Hispanic	Under 60				
Ann E. Farnsworth	SHIP Counselor, Volunteer	F	Not Hispanic or Latino	White (Alone)-Non-Hispanic	60 and over				
Shirley Baldwin	Retired, Volunteer	F	Not Hispanic or Latino	White (Alone)-Non-Hispanic	60 and over				
Karen Magill	Retired, Volunteer	F	Not Hispanic or Latino	White (Alone)-Non-Hispanic	60 and over				



AAA ADVISORY COUNCIL

Name	Affiliation	Gender	Ethnicity	Race	Age	Select all That Apply			
	Veteran, Volunteer, Elected Official, Person with Disability, Other Agency, etc.					General Public	Family Caregiver	Service Provider	Represents Business Community
Nancy Hess	Non-Profit Volunteer Manager, Volunteer	F	Not Hispanic or Latino	White (Alone)-Non-Hispanic	Under 60				
Kimberly Woodhull	Senior Housing Administrator,	F	Not Hispanic or Latino	White (Alone)-Non-Hispanic	Under 60				
Herman Terpstra	Veteran Advocate, Volunteer	M	Not Hispanic or Latino	White (Alone)-Non-Hispanic	60 and over				
Susan Shake	Consultant	F	Not Hispanic or Latino	White (Alone)-Non-Hispanic	60 and over				
Tamara Young	Home Health Administrator,	F	Not Hispanic or Latino	White (Alone)-Non-Hispanic	Under 60				

**Advisory Council - Advocacy**

Enter Description of AAA Activities Below:

The Sussex County Division of Senior Services advocates for those 60 years of age and older or those who are 18 and older with a disability in Sussex County on an on-going basis by having representation on a variety of committees and attending numerous meetings to convey the needs and issues of seniors and the disabled.

Committee memberships include the Human Services Advisory Council (HSAC), Professional Advisory Council for Alcohol and Drug Abuse (PACADA), Citizens Advisory Committee for Transportation (CAC) and United We Ride. Staff also attends the annual Transportation Public Hearing each year and incorporates the needs from the hearing into the planning process.

Advocacy extends to participation in additional human services groups including the Sussex County Council of Service Agencies (CSA), a networking group of human service providers and related organizations that meets monthly to discuss a variety of issues and to provide information to others; and Senior Providers, another networking group specific to senior needs that meets on a bimonthly basis.

The Division of Senior Services facilitates a Veterans Committee that plans the annual veteran's event and promotes services to veterans. Health promotion advocacy includes the Division's active membership in the Sussex County United Way Caregiver Coalition, Newton Medical Center Community Advisory Committee, Visiting Nurse Association of Saint Clare's Professional Advisory Committee and the Sussex-Warren Regional Chronic Disease Coalition. In addition, the Division actively advocates via its membership in the Division of Aging Services Health Promotion Sub-Committee and statewide Falls Prevention Work-Group.



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Advisory Council - Advocacy Continued

Enter Description of Advisory Council Activities Below:

The Advisory Council to the Sussex County Division of Senior Services accomplishes its mission through the work of various committees. The Outreach Committee explores venues and methods for increasing awareness of services and programs available to Sussex County seniors with a focus on the isolated, baby-boomers, disabled, veterans, minorities, and limited English speaking populations. To this end, the committee includes a Minorities Advocate and Disabilities Advocate. Efforts to date include the Spanish translation of a Senior Services flyer, as well as making other Spanish language printed materials available. The Disabilities Advocate has been essential to the Division's transition to an Aging and Disabilities Resource Center (ADRC). The Disability Services Advisory Council for Sussex County will now be under the Division of Senior Services and eventually merge with the Division of Senior Services Advisory Council. The Veterans Advocate which was added to the committee, assist with advocating for veterans and apprising the committee of changes that impacts veterans both young and old.

The Housing Committee explores options for affordable housing and advocates for those residing in senior subsidized housing. The work of this committee resulted in the creation of a Shared Housing Project in the County that consist of two subsidized homes that are able to house five (5) seniors age 62+ in each home. The Housing Committee also keeps the Advisory Council apprised of pending legislation and funding issues that directly impacts affordable housing in Sussex County.

Transportation Advocacy is an ongoing effort. The Advisory Council has two members that serve as liaison between the Sussex County Transportation Citizens Advisory Committee and the Senior Services Advisory Council ensuring that both groups are kept apprised of senior-related transportation issues and efforts to meet identified needs.

The Legislative Committee continues to work with the Senior Club presidents to empower seniors. They monitor legislation relative to senior issues, particularly in the areas of housing and health care and have developed a communication chain to keep seniors informed and notified when action such as letter writing, or call in campaigns are warranted. The Committee also advocates on local issues within the County that directly impacts seniors and their well-being.

Advisory Council - Advocacy

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nxtACActivityDescription continued

The Advisory Council to the Division of Senior Services supports the Division's many collaborations within the County organization and other community agencies to ensure the most effective and efficient delivery of services for Sussex County citizens age 60+ , their caregivers, and the disabled population.



Advisory Council - Advocacy Continued

Enter Description of the joint AAA/Advisory Council Activities Below:

The Sussex County Division of Senior Services and its Advisory Council advocate for seniors age 60+, the disabled and their caregivers, acknowledge services needs and strive to ensure those needs are met by monitoring sub-contracted services for quality, effectiveness and compliance with all requirements. The Advisory Council supports other Division initiatives through active participation in planning and executing numerous special events such as Older Americans Day, Senior Day at the NJ State Fair, Senior Healthy Living Festival, and Salute to Military Veterans, Caregiver Programs, Health Promotion initiatives and public forums. Representatives from the Advisory Council and staff from the Division of Senior Services attend Regional Statewide Advisory meetings to advocate for the issues that impact the seniors in not only Sussex County, but statewide.



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MISSION STATEMENT AND EXECUTIVE SUMMARY OF THE AAA

Include Mission Statement of the AAA:

To empower older individuals, those 18 and older who are disabled, and/or their caregivers to choose from a coordinated system of services that enable them to live as independently as possible in their homes and in their communities while enjoying a dignified quality of life.

**EXECUTIVE SUMMARY OF THE AAA - Continued****Include Executive Summary of the AAA:**

The Sussex County Division of Senior Services functions as the Area Agency on Aging as mandated by the Older Americans Act, as amended. It is the lead agency for the coordination of aging services within the county and a resource for all seniors and caregivers of the elderly, regardless of financial status.

The Division is responsible for the distribution of federal, state, and county funds to provide services including but not limited to care management, in-home health services, chore services, day care, legal services, congregate nutrition, home delivered meals, caregiver support programs, safe housing/residential maintenance and transportation. The goal of these programs is to maximize independence so that seniors can continue living within their homes and communities for as long as possible. The funding is designated for targeted populations of persons aged 60 and over which include minority, impoverished, frail and vulnerable seniors.

In 2012, the Sussex County Division of Senior Services became the Aging and Disability Resource Connections (ADRC) for Sussex County residents. Senior Services will now be open to individuals who are 18 and older and have a disability. ADRC will provide consumers with improved access to community programs such as meals-on-wheels, personal care, housekeeping, specialized transportation, assisted living and nursing home care.

In 2011, the Department of Human Services, Division of Senior Services initiated a Transitional Care Program. The program focuses on preventing 30 day readmissions of patients to acute care hospitals and unnecessary visits to local emergency departments. A transitional care nurse is credentialed to assess each patient admitted and coordinate community services for those who have had multiple readmissions. Affiliated with the Sussex Regional Accountable Care Organization (ACO) this comprehensive program seeks to keep patients in the community thereby reducing readmissions and unnecessary emergency department visits. It also enables the County, in conjunction with its partners, to reduce healthcare cost.

Health promotion is a Senior Services' priority. Under the umbrella "Project Healthy Living," the Division sponsors several evidence-based programs to support active and healthy aging including HealthEASE educational programs; "Take Control of Your Health" is provided as a chronic disease self management program; "A Matter of

Mission Statement and Executive Summary of the AAA

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varExecutive continued

Balance: Managing Concerns about Falls," a volunteer coach-led program; "Project Healthy Bones," weight bearing exercise for those with or at risk for osteoporosis; and "MOVE Today," resistance band exercise program. Both exercise programs are volunteer-led. Several HealthEASE educational programs, which include "Be Wise About Your Medications," "Serving Up Good Nutrition," and "Keeping Your Mind Sharp;" just to mention a few are provided to numerous groups throughout the year. An annual Healthy Living Festival consists of free health screenings, informational exhibits and life enrichment opportunities for those age 50 plus and their caregivers.

The Division of Senior Services collaborates with other county divisions, community agencies and corporate supporters to provide interesting, educational and rewarding activities for seniors. Older Americans Day in May offers a variety of educational programs, exhibits of products and services of senior interest and a buffet luncheon. Senior Day at the Fair is always a success with entertainment, exhibitors, refreshments and the presentation of the Sussex County Senior of the Year award. Falls Prevention week is celebrated in September by providing an educational program to the community.

The Division of Senior Services funds a variety of caregiver support initiatives including outreach through community organizations; funding of a Caregiver Support group and providing Caregiver informational sessions with the Alzheimer's Association where participants and caregivers learn about dementia related issues and conditions, along with planning for future eventualities. The information and planning will allow individuals to remain independent and in the community as long as possible with a dignified quality of life. There are many opportunities for senior volunteers to help other seniors. State Health Insurance Assistance Program (SHIP) volunteers assist people with their Medicare billing issues and Medicare Part D options. Through TRIAD, a national initiative that unites seniors, law enforcement, and senior service agencies, volunteers address the safety concerns of seniors. The success of the evidence based health promotion programs is dependent on volunteers as well who are trained to lead the classes at numerous locations throughout the County.

The Senior Services Advisory Council is instrumental in bringing senior issues to the forefront, reviewing proposals for services, monitoring service

Mission Statement and Executive Summary of the AAA

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varExecutive continued

providers, addressing legislative issues, and supporting Division of Senior Services initiatives in numerous capacities.

The Area Plan that follows is evidence of the Division of Senior Services' commitment to enhancing and expanding the services available to Sussex County seniors.



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PUBLIC HEARING

Date/ Time	Location	# Attendees						Survey of Needs			Outreach to Target Population				Upload a Copy of the public newspaper advertisement
		Total #	Public	AAA Staff	Service Providers	Special Guests, i.e. Freeholders	Advisory Council	Attendees were Provided with the Following (Check all that apply)			Announcement method(s)	Public Hearing was conducted in these languages	Bilingual Services were available	Transportation was Available upon request	
								Agenda	Needs Assessment	Survey					
6/7/2012 1:30:00 AM	Littell Community Center Musonhurst Road Franklin, NJ 07416	39	26	3	4	0	6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Public Notice, Press Releases, flyers to various clubs, groups, senior housing and public events	English	No	Yes	449129-2013PublicHearin gNotices.pdf
		0						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
		0						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
		0						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
		0						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					



Target Population - Targeting Goals

TARGET POPULATION		A	B	C	D	E	F	G (GOAL)	
		Enter census data for 2010				Estimate, based on average historical level of service			
		Actual # County Population 60+	Actual % County Population 60+	Actual # County Population 60+ with income Below Poverty	Actual % County Population 60+ with income Below Poverty	Estimated # County Population 60+ AAA will serve in the current Area Plan Contract Grant Year	Estimated % County Population 60+ AAA will serve in the current Area Plan Contract Grant Year	Estimated % County Population 60+ AAA will serve in the Next Area Plan Contract Grant Year	
N A P I S	ETHNICITY	27066				18751			
	Hispanic or Latino	742	3 %			61	8 %	%	
	Non-Hispanic or Latino	26324	97 %			18690	71 %	%	
	RACE OR ETHNICITY	27066				18751			
	White (Alone) Non-Hispanic	25511	94 %			18647	73 %	%	
	White (Alone) - Hispanic	612	2 %			50	8 %	%	
	American Indian or Alaskan Native (Alone)	31	0 %			2	6 %	%	
	Asian (Alone)	359	1 %			12	3 %	%	
	Black (Alone) or African-American (Alone)	319	1 %			30	9 %	%	
	Native Hawaiian or Other Pacific Islander	7	0 %			0	14 %	%	
	Persons: 2 or more races	145	1 %			10	7 %	%	
	Other Ethnic Group(s):	82	0 %			0	0 %	%	
TOTAL COUNTY POPULATION 60+	27066		18751	69 %	18751				

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	FUNCTIONAL ABILITY					22		
STATE	Frail					11	15 %	%
	Vulnerable					11	15 %	%



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PRIORITIES UPDATE AND ACCOMPLISHMENTS

This section is the AAA's update on the progress made from the current Area Plan Contract grant year.

Each of the OAA/SUA are addressed as instructed.

Priority Type:

ADRC Transition Plans

Priority Description:

1. Utilize the Division of Aging Services Readiness Evaluation to provide a framework for the implementation of the ADRC. All criteria in the readiness tool have been achieved and Sussex County is a fully functioning ADRC site. Information & assistance staff has received training on the SAM's System and ADRC, which has made the implementation of the ADRC process 100% complete.
2. Develop policies and procedures regarding client intake, agency resources, client information and client satisfaction to be completed by December of 2012. New policies and procedures were not created since Sussex County is using the SAMS process for all individuals accessing services through our office. Client satisfactory surveys will be completed yearly for those individuals contacting our office.
3. Compile a list of resources for those with disabilities. Sussex County is utilizing the state ADRC web-site which has a list of resources for those with disabilities.
4. Provide on-going training to SHIP volunteers to incorporate ADRC into SHIP counseling. The SHIP Coordinator continues to educate all SHIP volunteers on how to work with individuals with disabilities.

**PROGRESS SUMMARY - ACCOMPLISHMENTS AND REVISED PRIORITIES**

This section is the AAA's update on the progress made from the current Area Plan Contract grant year.

Each of the OAA/SUA are addressed as instructed.

Priority Type:

Nutrition Services

Priority Description:

1. Maintain an informational flyer which includes all the locations of the four (4) nutrition sites developed by the Division of Senior Services. This flyer is distributed at programs and community events.
2. One health-related educational program will be provided at each Nutrition Site annually. The HealthEASE Program "Serving Up Good Nutrition" was presented at all four (4) Nutrition Sites during the month of March to celebrate National Nutrition Month by the Division of Senior Services.
3. The Division of Senior Services works closely with Newton Medical Center through the Transitional Care Program, which was implemented in 2011 to reduce readmissions to the hospital and unnecessary visits to the emergency room. This collaboration includes the promotion of various programs and services through the Division of Senior Services, including the nutrition programs, along with the health promotion programs.
4. Educate the Council of Service agencies, Senior Providers and other Health and Human Service providers regarding the Nutrition Program at least annually, and make informational literature available to these organizations for distribution to clients and caregivers annually. Information on all programs, including the nutrition program is provided at all meetings and events that are attended by Division of Senior Services staff. These meetings include, but are not limited to the Council of Services Agency, Senior Providers, Human Services Advisory Council, PACADA (Professional Advisory Council on Alcohol and Drug Abuse), Sussex County United Way Caregiver Coalition, along with other various meetings throughout Sussex County.
5. Nutrition site calendars will provide evidence of health promotion, social and recreational activities. At least one program per week will be offered at each site. Staff from the Division of Senior Services provides one (1) HealthEASE or health promotion program at each of the nutrition sites annually. Wii games and fitness programs have also been implemented at each of the four nutrition sites. The Division of Senior Services presented "Serving Up Good Nutrition" at all four (4) nutrition sites during the month of March.
6. Submit media releases to newspapers, radio, TV, and church bulletins in March

Priorities Update and Accomplishments

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varProgressSummary2 continued

(National Nutrition Month) of each year. Media releases are submitted to all venues by the Division of Senior Services for events that are held at each nutrition site. An increased awareness of the program is promoted annually in March through the "March for Meals" campaign and National Nutrition Month.

7. Include a flyer about the Nutrition Program with educational materials distributed with Senior Farmers Market Nutrition Program vouchers. Nutritional information and details regarding the nutrition program was distributed to all eligible participants who received Farmers Market's Vouchers.

**PROGRESS SUMMARY - ACCOMPLISHMENTS AND REVISED PRIORITIES**

This section is the AAA's update on the progress made from the current Area Plan Contract grant year.

Each of the OAA/SUA are addressed as instructed.

Priority Type:

Evidence-Based Health Promotion

Priority Description:

1. Three health-related educational programs will be presented at senior clubs annually. Four HealthEASE Programs have been completed at senior clubs/meetings, with at least two scheduled for September and October, along with the possibility of additional programs before the conclusion of 2012.
2. Annual Older Americans Day will include at least one health-related educational program. A health-related program was conducted by the Sussex County Office of Public Health Nursing at the annual Older Americans Day. The Division of Senior Services also provided the HealthEASE Program "Keeping Your Mind Sharp" to all of the participants at the event.
3. The Annual Healthy Living Festival will include at least six health screenings. Eleven health screenings are confirmed with many more expected to register for the event scheduled in mid-October.
4. Recruit and train at least four new peer leaders for "A Matter of Balance: Managing Concerns About Falls," annually. Four peer leaders have been trained during 2012. Additional peer leaders will be recruited at the Falls Prevention Awareness Day in September.
5. Offer four peer-led "A Matter of Balance: Managing Concerns about Falls" courses at locations throughout the County, annually. Two courses have been completed and three additional courses have been scheduled for the Fall.
6. Offer at least four offerings of peer-led "Take Control of Your Health," the evidence based chronic disease self-management course, annually, at various locations throughout the County. Two courses have been completed and one course has been scheduled for the Fall. Two courses have been cancelled due to lack of participation.
7. Offer at least eight offerings of peer-led "Healthy Bones," annually, at various locations throughout the County. During 2012, thirteen Healthy Bones courses were completed by the Sussex County Division of Senior Services. One course was cancelled due to lack of participation.
8. Implement a falls risk and prevention program by conducting four Balance Screenings by December of each year. One Balance Screenings were scheduled at the

Priorities Update and Accomplishments

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varProgressSummary3 continued

conclusion of the Matter of Balance class.

9. Document increased numbers of clients who have received Outreach and participated in health promotion and disease prevention activities. During the first eight months of 2011, Division of Senior Services staff has outreached at over 60 events and reached over 2,080 people to promote the services and programs administered/funded by the Division. The number of events attended during the first eight months of 2012 is a 40% increase compared to the number of events attended during the first eight months of 2011. During the first eight months of 2012, over 885 clients attended or participated in health promotion or disease prevention activities. The number of participants in these programs represents a 66% increase when compared to 2011.

10. Evaluate each new program or service by monitoring the outcomes, client feedback and evaluations to improve and implement additional programming by September of each year. All class evaluations and surveys are summarized and analyzed for each program to incorporate the feedback and suggestions as opportunities for improvement and program enhancement. The feedback provided has been positive and provides beneficial insight for future planning and programs.

11. Include solicitation letter and envelope for voluntary, confidential client donations to all evidence-based programs. A solicitation letter and envelope is included in program packets for all health-promotion workshop series.

12. Offer four MOVE Today programs at various locations in the County. Fourteen MOVE Today programs have been completed and one course was cancelled due to lack of participants.

13. (*New Priority) A Diabetic Self Management Class will be offered by the end of 2012, followed by a peer leader training in early 2013.

**PROGRESS SUMMARY - ACCOMPLISHMENTS AND REVISED PRIORITIES**

This section is the AAA's update on the progress made from the current Area Plan Contract grant year.

Each of the OAA/SUA are addressed as instructed.

Priority Type:

Transportation

Priority Description:

1. Transportation system records will provide evidence of increased trips to the nutrition site by December 2012. Overall, the participation at the nutrition sites has decreased by five percent for the first eight months of 2012 when compared to 2011. The total round trips requested for trips to the nutrition sites is over 3,069 trips for the first eight months of 2012 which is a 40% increase when compared to 2011.
2. Increase assisted transportation trips and support to caregivers by providing additional transportation. Over 1,000 trips have been provided to over 10 clients during 2011, which in turn provided relief and support to their caregivers. During the first seven months of 2012 over 565 trips have been provided to 13 clients in need of transportation, which provided relief to the caregiver.
3. Collaborate with Sussex County Skyland's Ride to provide transportation for all events sponsored by the Division of Senior Services. Sussex County Skyland's Ride provides transportation to all programs such as Older American's Day, the Annual Public Hearing, and Senior Day at the Fair, Senior Healthy Living Festival and the Caregiver Events. Information to reserve the transportation is advertized on all flyers that are distributed for the events sponsored by the Division of Senior Services.



PROGRESS SUMMARY - ACCOMPLISHMENTS AND REVISED PRIORITIES

This section is the AAA's update on the progress made from the current Area Plan Contract grant year.

Each of the OAA/SUA are addressed as instructed.

Priority Type:

Emergency Preparedness

Priority Description:

1. Provide information and materials regarding emergency preparedness at events and programs, as well as the Division of Senior Services web-site. An "Emergency Preparedness for Seniors" booklet is posted on the Division web-site and Register Ready flyers are distributed with Division of Senior Services information at all events. The Sussex County web-site post regular articles and information on Emergency Preparedness, along with providing links to web-sites that would be beneficial during an emergency.
2. Include at least one Emergency Preparedness Education Program at senior events annually. Incorporate exhibits from American Red Cross, County Emergency Management and Department of Environmental and Public Health Services at the Healthy Living Festival. All agencies have been invited to participate at the Senior Healthy Living Festival to be held in October. All agencies attended Older American's Day in May as well.



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AAA ASSESSMENT OF NEEDS

The AAA used the following Methods to identify needs (check all that apply):

I & R Data

Client satisfaction surveys

Client files/records

Cost/benefit analysis

AAA staff reports

Survey of Service Providers

Monitoring activity reports (directly provided and subcontracted)

Interviews

Caregiver Events

Public forums

Grievance Reports

Waiting list information

Focus groups

Other, specify:

Needs Assessment was conducted from January 2012 to April 30, 2012



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The following persons provided input about community needs (check all that apply):

Older person in poverty

Minority older person in poverty

Caregivers

Older individuals at risk of institutional placement

Older individuals with limited English proficiency

Older individuals with severe disabilities

Older Individuals with Alzheimer's disease and related disorders

Caregivers of older individuals with Alzheimer's disease and related disorders

Grandparents raising grandchildren

Older individuals 60+

Homebound

Frail elders

Service Recipients

Advisory councils

Other, specify:



NEEDS AND OBJECTIVES OF PROJECTS

Assessment of Need(s) - List the need(s) which illustrate the reason for the project.

The needs and priorities for Sussex County have been determined through a Need Assessment Survey, focus groups and public hearing which were completed through the Division of Senior Services for the purpose of planning for the Area Plan Grant. The needs assessment surveys were collected from January 1 through April 30, 2012. During early 2012 over 15 Focus Groups were conducted by the Division of Senior Services at various locations during senior club meetings. The Annual Public Hearing held in June provided information on services and programs administered by the Division of Senior Services, along with generating several general questions regarding services to seniors and where assistance can be obtained.

1.) There is and continues to be a need for affordable housing for individuals 65 and older due to the cost of living, current economic conditions, high property taxes and issues of increased energy costs for older adults on fixed incomes. Information from the 2012 Needs Assessment Survey from Sussex County and the Elder Economic Security Standard Index (2012) determined that it more difficult for seniors, especially single seniors to own their homes or to live independently in apartments. Those that are able to live in subsidized housing have more opportunities to live more comfortably. Lack of affordable housing in Sussex County for seniors and all ages further impacts the housing issue in Sussex County.

2.) There is a need for adequate transportation to access health care, food, shopping, social services and other needs of older adults. Transportation is limited due to lack of evening and weekend transportation, along with the vast rural setting of Sussex County. The physical limitations of the older adults can contribute to the accessibility of acquiring adequate transportation to meet one's basic needs.

Assisted transportation services are provided, but are limited due to availability of staff and funding. Information from the 2012 Needs Assessment Survey from Sussex County determined that those that utilize public transportation sometimes have a problem obtaining adequate transportation for medical appointments and shopping. Often time's transportation is not accessible for those that live in the outer lying areas of the County, thus making it more difficult to access their basic needs. The cost to maintain a vehicle often times limits the senior's ability to have a car or

Needs and Objectives of Projects

DOAS13AAA039 (1)

Comments1 continued

to even use it as necessary, thus creating a greater need for public transportation services.

3.) There is a need for home maintenance and repairs for homeowners due to the home owners physical inability, lack of skill or knowledge to perform the task, and/or their limited income. Limited funding for these services impacts the number of older adults that can be served and the type of repairs that can be completed by agencies that provide assistance for these types of programs. Information from the 2012 Needs Assessment Survey from Sussex County determined that seniors have more issues with home maintenance, which included snow shoveling and lawn mowing when compared to cleaning their home. Having the funds to pay for these services is another issue that impacts the senior's ability to obtain these services or to properly maintain their homes.

4.) There is a need for meal preparation and food shopping assistance. There are issues that impact older adults such as limited mobility and lack of adequate transportation. The nutritional needs of older adults who may be at risk due to financial limitations, physical and mental challenges, or limited accessibility due to lack of transportation or illnesses/conditions are not being met. Information from the 2012 Needs Assessment Survey from Sussex County determined that some seniors did need assistance with activities of daily living. Meeting the daily nutritional requirements for seniors was identified as one issue.

5.) There is a need for health and wellness services. It is a proven fact that living more productive lives will enhance a person's quality of life and the contributions that one can make to the community. Providing and assisting older adults with education and programs on staying active, healthy and independent in their communities while enjoying a dignified quality of life will enhance one's life. It will also allow them to remain independent in the community for longer periods of time. Information from the 2012 Needs Assessment Survey from Sussex County determines that most seniors in Sussex County know where to turn for services and programs within Sussex County, which includes the Division of Senior Services and the health and wellness services that they provide. The Focus Groups also determined that seniors who were discharged from the hospital within the last year were able to obtain the

Needs and Objectives of Projects

DOAS13AAA039 (1)

Comments1 continued

services outlined in their discharge plans.

6.) There is a need for caregiver support services. Caregivers who provide care for loved ones in their homes and communities are in need of support and assistance which allows the loved one to remain in the community and in their own home for as long as possible. Caregivers should have a coordinated system of resources and services available so that services can be easily accessible, some services would include home health aides, transportation services and medical assistance.

Information from the 2012 Needs Assessment Survey from Sussex County determined that a small percent of seniors live with a child or other person, which is the primary caregiver for them. Information obtained from the 2008 Sussex County Caregiver Survey also determined that caregivers have been helping loved ones with a variety of assistance for daily living and have been doing so for at least five years or more, often times not realizing they are caregivers.

7.) There is a need for information and assistance services to educate and help older adult's access entitlement programs such as prescription assistance, energy assistance and tax rebates. Assistance is needed with the completion of tax rebate applications, Medicare billing/questions and making referrals to the appropriate agency for energy assistance and other programs to assist with living expenses. Lack of understanding on how to complete the necessary paperwork and poor vision contributes to the ability for older adults to access and utilize the benefit programs that are available. The need for this service was determined at the Division of Senior Services Annual Public Hearing and at several of the focus groups. Many seniors are concerned with the changes that could impact Medicare and what the future holds.

**NEEDS AND OBJECTIVES OF PROJECTS CONTINUED**

Objective(s) of Project - List objectives that are specific, measurable, realistic, and attainable to meet the goals of this application.

Priority: Evidence Based Health Promotion

Objectives: Educate seniors and baby boomers on the importance of engaging in healthy lifestyle behaviors that support independence through outreach, education and increase capacity to deliver health and wellness programs and services available throughout the county.

1. Establish new partnerships that will increase awareness of health-related opportunities and promote education and participation of seniors, the disabled, baby boomers and /or their caregivers in the community.
2. Collaborate with health related organizations (such as public health nursing, hospitals, Pharmacies, doctors) and Aging networks to expand the opportunities available for health promotion programs within the community.
3. Implement falls risk and prevention programs with other community organizations during Falls Prevention week and throughout the year.
4. Continue to collaborate with community partners to implement additional health and wellness programs including nutrition education, health preventative screenings (eye, hearing, dental, podiatry etc.), and falls risk and prevention programs at various community locations.
5. Increase awareness for the Division of Senior Services and the beneficial programs that promote health and wellness at the healthy living festival, Older American's Day and other events throughout the year and with newly formed partnerships from the community.
6. Expand health and wellness programming at senior nutrition sites and senior club meetings.
7. Promote the mental health benefits, along with making behavioral changes in one's lifestyle regarding the benefits of health and wellness programs at all events and presentations.
8. Sustain and expand evidence-based health promotion initiative through the client contributions of voluntary suggested donations.

Needs and Objectives of Projects

DOAS13AAA039 (1)

Comments2 continued

Priority: Nutrition

Objectives: Increase participation in the Congregate and Home Delivered Meal Programs.

1. Collaborate with Health and Human Service providers in the community to identify seniors that are at nutritional risk.

2. Provide printed materials regarding the Nutrition Programs to Health and Human Service providers in the community for distribution to their clients.

3. Market Nutrition programs at all Senior Services sponsored events each year.

4. Collaborate with the other Sub-grantee's to market Nutrition programs at Community events each year.

5. Collaborate with Skylands Ride (Sussex County Transit) to ensure that transportation is provided to nutrition sites.

6. Enhance programming to include wellness programs at nutrition sites to stimulate interest in participating in the Nutrition Program.

7. Advertise the Nutrition Program during National Nutrition Month in March of each year.

8. Promote the Nutrition Program with the Senior Farmers Market Nutrition Program each year.

9. Promote the benefits of food stamps to seniors by providing information regarding the income limits and where to apply for services.

10. Facilitate the transition of the Congregate Nutrition Program with the Division of Senior Services and increase participation at the four

nutrition sites.

11. Maintain participation with the Home Delivered Meal Program based on the current levels of funding.

12. Encourage the minority populations of Sussex County to attend one of the four Congregate Nutrition Sites.

Priority: Caregivers

Needs and Objectives of Projects

DOAS13AAA039 (1)

Comments2 continued

Objectives: Implement and expand caregiver support programs in Sussex County.

1. Expand Outreach to caregivers by marketing information specifically to caregivers.
2. Establish community partnerships to assist caregivers and their loved ones, thus allowing them to remain in the community as long as possible.
3. Promote respite and support programs for caregivers.
4. Collaborate with the Alzheimer's Association to expand presence in Sussex County.
5. Collaborate with the Statewide Respite Program to incorporate and promote their services through programs sponsored by the Division of Senior Services.
6. Facilitate a Caregiver Support Group on a monthly basis with other community organizations.
7. Participate in the newly formed Sussex County United Way Caregiver Coalition.

Priority: Emergency Preparedness

Objectives: Collaborate with local emergency management personnel to promote emergency preparedness information to seniors, disabled, baby boomers and / or their caregivers.

1. Provide emergency preparedness information at all events and have information posted on the County Web-site regarding emergency preparedness and what to do in the event of an emergency.
2. Include emergency management personnel at all Senior Services event to facilitate and promote Register Ready.
3. AAA Director works closely with the Access and Functional needs liaison in the coordination of planning for emergency service needs and community education for emergency preparedness.
4. AAA Director participates on the County Office of Emergency Management team and various drills.

Priority: ADRC

Needs and Objectives of Projects

DOAS13AAA039 (1)

Comments2 continued

Objectives: Maintain the full implementation for the Sussex County Division of Senior Services as an Aging and Disabilities Resource Center (ADRC) by continuing the training of staff and to incorporate community agencies that serve the disabled population.

1. Continue to work closely with the NJ Division of Aging Services (DoAS) to implement and maintain the ADRC Model successfully in Sussex County.
2. Create and maintain an organizational structure for the ADRC model in the Division of Senior Services clearly defining the services provided by the Division in collaboration with the CIL and County Division of Social Services.
3. Collaborate with the Disabilities Community to develop resources to support the ADRC Model.
4. Continue to incorporate the State Health Insurance assistance Program (SHIP) counselors into the ADRC process.
5. Continue to implement the ADRC Business Process for the Division of Senior Services and all ADRC Partners. This will be completed by holding quarterly ADRC Planning Meetings with the CIL and Division of Social Services.
6. The Division of Senior Services will be the lead agency to enter all data into the SAMS data base for the ADRC. Referrals will come from the Division of Social Services and the CIL for the implementation of this process.

Priority: Community Specific Priorities

Objectives: Advocate and assist seniors, the disabled and their caregivers in Sussex County to meet their needs by providing information and support as needed.

1. Continue and maintain the transition to the Social Assistance Management System (SAMS), ensuring comprehensive services for seniors, disabled and their caregivers, simplified data collection, and accurate reporting of statistics.

Needs and Objectives of Projects

DOAS13AAA039 (1)

Comments2 continued

2. Maintain transportation services, especially to caregivers, despite limited and continual reductions in funding.

3. Continue to advocate for affordable housing options in Sussex County, not only for seniors, but also for the disabled.

**METHOD(S) AND EVALUATION OF PROJECT**

Method(s) - List the method(s) to be used to attain objectives described above and estimated completion date.

ADRC Transition Plans

1. Criteria in the ADRC Readiness Tool will be achieved by training all staff, particularly the information & assistance staff on the SAM's System, which will make the implementation of the ADRC process complete.
2. The Division of Aging Services will assist and direct the Division of Senior Services with the ADRC Business Process Plan to ensure full implementation of the process.
3. The resource list of services will be completed by collaborating with the Sussex County Office of Disability and will be completed upon the full implementation of the ADRC Process and the Business Process Plan.
4. On-going training will be provided to SHIP Counselors on the ADRC at the mandatory quarterly update meetings and emails to the counselors, which is completed by the SHIP coordinator for the Division of Senior Services.

Nutrition Services

1. An informational flyer that includes all locations of the four nutrition sites has been developed by the Division of Senior Services. Staff will distribute the flyer at all programs, presentations and community events that the Division of Senior Services attends or provides a presentation.
2. Division of Senior Services staff will provide at least one health related educational program to each nutrition site during 2013. The event will be scheduled by the Program Development Specialist who will determine a date and topic with each site for the presentation. The presentation could include one of the HealthEASE topics if requested.
3. The Division of Senior Services will continue to work closely with Newton Medical Center through the Transitional Care Program, which was implemented in 2011 to reduce readmissions to the hospital and unnecessary visits to the emergency room. This collaboration includes the promotion of various programs and services through the

Method(s) and Evaluation of Project

DOAS13AAA039 (1)

Comments1 continued

Division of Senior Services, including the nutrition programs, along with the health promotion programs.

4. Health and human service providers are educated and informed of the services and programs conducted through the staff from the Division of Senior Services by attendance at numerous meetings and presentations at the various meetings. These meetings include, but are not limited to the Council of Services Agency, Senior Providers, Human Services Advisory Council, PACADA (Professional Advisory Council on Alcohol and Drug Abuse), Sussex County United Way Caregiver Coalition, as well as other various meeting throughout Sussex County.

5. Media releases are sent to all media outlets by the Division of Senior Services staff for all upcoming events and programs. The sub-grantee for the nutrition program submits media releases for the national "March for Meals" campaign that is held annually in March.

6. Nutritional information and details regarding the nutrition program is distributed to all eligible participants in the voucher packet to those that receive the Farmers Market's Vouchers.

Evidence-Based Health Promotion

1. Health related educational programs are presented annually at various senior clubs. This is completed by providing information on the types of programs at the monthly senior club presidents meeting, which are conducted by the Division of Senior Services and offers to do presentations to senior clubs at these meetings. The educational programs are promoted at all community events and programs by Division of Senior Services staff for potential presentations at various clubs and organizations.

2. A health related educational program will be presented by the Sussex County Office of Public Health Nursing at the annual Older American's Day which is sponsored by the Division of Senior Services.

3. A variety of health screenings will be scheduled and offered at the Annual Senior Healthy Living Festival which is held in October. This will be accomplished by recruiting returning health professionals and exploring options for new screening from other new potential health professional via events and programs that are attended throughout the year by Division of Senior Services

Method(s) and Evaluation of Project

DOAS13AAA039 (1)

Comments1 continued

staff.

4. Recruit and train new peer leaders for "A Matter of Balance: Managing Concerns About Falls." This will be accomplished through community contacts and the promotion of the evidence based programs at the various events and meetings throughout the year by the Wellness Coordinator and Program Development Specialist and other staff.

5. Offer peer-led "A Matter of Balance: Managing Concerns about Falls" courses at locations throughout the County. This will be accomplished through community contacts and the promotion of the evidence based programs at the various events and meetings throughout the year by Division of Senior Services staff. Courses will be scheduled by the Program Development Specialist at accessible locations that can accommodate the volunteer peer leaders and participants.

6. Offer peer-led "Take Control of Your Health," the evidence based chronic disease self-management courses throughout the County. Courses will be scheduled by Division of Senior Services staff at accessible locations that can accommodate the volunteer peer leaders and participants.

7. Offer peer-led "Healthy Bones," at various locations throughout the County. Courses will be scheduled by the Program Development Specialist at accessible locations that can accommodate the volunteer peer leaders and participants.

8. Offer MOVE Today programs at various locations throughout the County. Courses will be scheduled by the Program Development Specialist at accessible locations that can accommodate the volunteer peer leaders and participants.

9. Falls Prevention Awareness material will be forwarded to nutrition sites and senior housing facilities to increase awareness by the Division of Senior Services. An annual Falls Awareness event will be held in September.

Transportation

1. Skyland's Ride and the Division of Senior Services will monitor and review the number of nutrition site transportation requests by obtaining trip request reports from Skyland's Ride at least two times a year. The status of the number of requests will be analyzed and reported as to the reason for the increase or decrease in the number of trips.

2. The number of assisted transportation trips to provide support to caregivers

Method(s) and Evaluation of Project

DOAS13AAA039 (1)

Comments1 continued

will be accomplished by the sub-grantee through marketing material and promotion of the program at various events and meetings. The Division of Senior Services will make referrals as necessary to the sub-grantee.

3. Offer transportation services to seniors needing transportation that attend events and programs sponsored by the Division of Senior Services. This will be accomplished by providing information on all flyers and media releases that are distributed by the Division of Senior Services.

Emergency Preparedness

1. Provide information and materials regarding emergency preparedness at events and programs, as well as the Division of Senior Services web-site. This will be accomplished through a booklet on the Division of Senior Services web-site entitled "Emergency Preparedness for Seniors" and the distribution of Register Ready flyers at all events and programs.

2. Include Emergency Preparedness Education Program at senior events by incorporating exhibits from American Red Cross, County Emergency Management and the Department of Environmental and Public Health Services at the Older American's Day in May, Senior Day at the Fair and the Annual Healthy Living Festival. Informational programs may also be offered if warranted at other Division of Senior Services events if necessary.

Caregiving

1. Coordinate and host an annual Caregiver Event to increase awareness of resources for home and community based services for seniors and support services for caregivers. This will be accomplished by recruiting exhibitors who have services and programs that are beneficial and provide support to caregivers.

2. Collaborate with Alzheimer's Association and Statewide Respite Program by extending an invitation to events and programs sponsored by the Division of Senior Services. The Division of Senior Services will plan and conduct educational programs and a caregiver support group with the Alzheimer's Association during 2013.

3. Marketing and media releases will be completed by the Division of Senior Services to reach approximately 100 caregivers at the Care-giver Event, while

Method(s) and Evaluation of Project

DOAS13AAA039 (1)

Comments1 continued

providing them with at least 15 informational exhibitors. Exhibitors will be recruited by the Division of Senior Services through the various contacts that they have secured.

4. Outreach to caregivers by making presentation to various employers, civic groups and community organizations throughout the County. This will be accomplished through community contacts obtained by the Division of Senior Services through meetings, events and programs that are conducted throughout the year.

5. The Senior Services Resource Directory will be reviewed and updated by Division of Senior Services staff and posted on the Division of Senior Services web-site.

6. The Division of Senior Services will continue to provide a Caregiver Support Group on a monthly basis for caregivers. The Social Worker-Aging from the Division of Senior Services will facilitate the monthly support group. Staff from the Division of Senior Services will promote and market the support group at all sponsored events and programs.

**METHOD(S) AND EVALUATION OF PROJECT CONTINUED**

Evaluation - Describe how the project is to be self-evaluated.

Programs and services that are implemented and provided by the Division of Senior Services will be monitored and evaluated by a number of methods throughout the year:

1. All HealthEASE educational programs will continue to be evaluated with the pre and post test specifically for the programs, which are administered at each presentation. The results from the test will determine what each participant learned in the program, along with suggestions to improve the program or for future programming. The return rate for the pre and post test is about 80% for each program that is administered.

2. All events such as Older American's Day, Senior Healthy Living Festival and the Caregiver Event will continue to have evaluations that will be completed by participants and/or exhibitors who will critique the event and provide comments for areas of improvement and suggestions for future events. At the conclusion of each event Senior Services staff will critique the event for additional areas of improvement. Participants also provide their overall satisfaction or dissatisfaction of the program or the topics presented at the programs. The return rate for the evaluations and comments is about 75-80%.

3. All volunteers that participate in Peer Leader trainings will receive an evaluation to be completed at the conclusion of each training to critique the overall training and provide areas of improvement for future trainings. The return rate for the evaluations is about 95%.

4. Each sponsored Evidence-Based health promotion program that is administered by the Division of Senior Services will complete surveys at the final session of the program. The surveys that are received from each program will be reviewed, analyzed and forwarded to the appropriate sponsoring agency to compile the results to ensure the integrity and contribute to the results of the Evidence-Based programs. The return rate for the surveys is about 95%.

5. The Division of Senior Services will continue to complete client satisfaction survey's on 20% of clients that access information & assistance services through the

Method(s) and Evaluation of Project

DOAS13AAA039 (1)

Comments2 continued

Division of Senior Services. The surveys will be sent on a quarterly basis and the results from these surveys will be analyzed and reviewed for areas of improvement. The response rate for the surveys is about 10% when the surveys are mailed and about 100% if they are completed by phone.

6. Provide on-going review and support to sub-grantees through the annual programmatic and fiscal monitoring, which is completed by the Division of Senior Services. Sub-grantees that have outstanding recommendations will need to provide a corrective action plan to the Division of Senior Services regarding the plan to be taken and the timeframe to correct the issue.

7. Provide technical assistance, as needed to sub-grantees who contract with the Division of Senior Services to provide services in conjunction with the Older American's Act. This is completed through a request by the sub-grantee or at the time of monitoring or at the Quarterly Sub-Grantee meetings conducted by the Division of Senior Services.

8. Subgrantees are required to submit client satisfaction surveys at least once per year to the Division of Senior Services, as per contract requirements.



Sussex County

DOAS13AAA039 (1)

TITLE III B ASSURANCES

1. The Area Agency's **Current Area Contract Grant Year TOTAL Title III B Allocation from the current year APC Advanced Planning Document**, prior to transfers. *(Do not include Administrative Expenditures)*

Enter Total \$156,454

Column 2.A. = **Estimated year end Title III B funds the AAA will spend from the current grant year on the delivery of priority services** (Access, In-Home and Legal services)

Column 2.B. = **Estimated % of current Area Plan Grant Year Title III B dollars the AAA will spend by the current year end total on the delivery of Priority Services: Access, In-Home and Legal services.**

Service Category	2.A. Estimated actual Current Year-End Total Title III B Expenditures	2.B. Estimated % of actual Current Year-End Total Title III B Expenditures
Access	\$56,844	36.33% of Total Title III B funds
In-Home	\$15,646	10.00% of Total Title III B funds
Legal	\$29,334	18.75% of Total Title III B funds
Total:	\$101,824	



Sussex County
DOAS13AAA039 (1)

AAA implemented an RFP/BID process subsequent to submittal of the Last Contract Year's approved APC. The completed chart below summarizes AAA's efforts to inform potential service providers that Older Americans Act & other APC funds were available subsequent to submittal of the Last Contract Year's approved APC:

Newspaper (Upload scanned copy of actual ad below)	Dates		# Providers and How RFP Package Obtained			Technical Assistance Information Meeting						Proposal Submissions				
						Provider Attendees										
	Notice Published	Proposal Deadline	Total	Mail	In-Person AAA or County Office	Date/Time	Location	Total #	# New Providers	# Minority: If known	# New Minority: If known	Total #	# New Providers	# Minority: If known	# New Minority: If known	# Information Meeting Attendees
449138-Sussex	7/27/2012	8/21/2012	11	11	0	8/13/2012	Sussex County Administration Building	4	2	0	0	11	1	0	0	4
			0													
			0													
			0													
			0													



Sussex County

DOAS13AAA039 (1)

Add specific information about the public buildings and publications announcing availability of funds.

Public Building(s)	Date Notice Posted In Building	Notice Was Translated Into The Following Languages	Notice Was Posted In The Following Public Publication(s)
Sussex County Administration Building 1 Spring Street	7/27/2012	English	County Web-ssite

Describe additional efforts to engage new providers, particularly minority agencies.

Bids were sent to additional prospective bidders that could have possibly been interested in applying for a service provided under the Older American's Act. Bids were sent to any prospective bidders that requested a bid package prior to the distributuon of the bids. The advertisement for the bids requested that minority providers were welcomed and encouraged to apply for the services to be provided. Due to the low minority populatuion in Sussex County no minority providers applied.



Sussex County

DOAS13AAA039 (1)

NAPIS REQUIREMENTS

Profile of Community Focal Points and Seniors Centers

Question		Current Area Plan Contract grant year	Next Area Plan Contract grant year
		IF Current Area Plan Contract grant year COLUMN DIFFERS FROM Next Area Plan Contract grant year COLUMN, EXPLAIN BELOW***	
1.	Total number of Focal Points designated under OAA § 306 (a)(3)(A) (42 U.S.C.A. § 3026 (a) (3) (A)) in operation in the past year.	11	11
2.	Of the total number of Focal Points in number 1 above, provide the number that were senior centers.	5	5
3.	Total number of Senior Centers currently operating in your county.	7	7
4.	Total number of Senior Centers in number 3 above receiving funds pursuant to the Older Americans Act of 1965, as amended (42 U.S.C.A. §§ 3001 et seq., as amended).	4	4

1. Difference between Current Area Plan Contract grant year compared with Next Area Plan Contract grant year:

None

Sussex County

DOAS13AAA039 (1)

2. Difference between Current Area Plan Contract grant year compared with Next Area Plan Contract grant year:

None

3. Difference between Current Area Plan Contract grant year compared with Next Area Plan Contract grant year:

None

4. Difference between Current Area Plan Contract grant year compared with Next Area Plan Contract grant year:

None



NAPIS REQUIREMENTS - STAFFING PROFILE

AAA Personnel Categories	# Of ♦ FTEs	# Of Minority FTEs	# Of FTEs Paid with OAA Funds
Agency Executive/Management Staff	1.00	0.00	0.00
Other Paid Professional Staff by Functional Responsibility (See definitions below)			
A. Planning	2.00	0.00	2.00
B. Development	0.50	0.00	0.00
C. Administration	0.00	0.00	0.00
D. Service Delivery	0.50	0.00	0.00
E. Access/Care Coordination	1.00	0.00	0.50
F. Other	0.00	0.00	0.00
Clerical/Support Staff	2.50	0.00	0.00
Volunteers	115.00	1.00	0.00
Total AAA Staff	122.50	1.00	2.50

*FUNCTIONAL RESPONSIBILITIES: (CORRESPONDS TO ORGANIZATIONAL CHART)

- (A) **Planning** - Includes Needs Assessment, Plan Development, Budgeting/Resource Analysis, Service Inventories, Standards Development And Policy Analysis.
- (B) **Development** - Includes Public Education, Resource Development, Training And Education, Research And Development, And Legislative Activities.
- (C) **Administration** - Includes Bidding, Contract Negotiation, Reporting, Reimbursement, Accounting, Auditing, Monitoring And Quality Assurance.
- (D) **Service Delivery** - Includes Those Activities Associated With The Direct Provision Of A Service, Which Meets The Needs Of An Individual Older Person And/Or Caregiver.
- (E) **Access/Care Coordination** - Includes Outreach, Screening, Assessment, Care Management, And I & R.

♦ FTE= Full time equivalent



Integrated Program Summary

New Revised Delete

		From: 1/1/2013	To: 12/31/2013
Calendar Year 2013	County Sussex County	Program # 019	
Program Name Administration		Provider Name AAA Sussex County Division of Senior Services	
Provider Address 1 Spring Street		Minority Provider <input type="checkbox"/> Yes No	
City Newton	State New Jersey	Zip 07860	
Telephone 973-579-0555		Director Lorraine Hentz	
Fax 973-579-0550		Focal Point ADRC Partner	Type Initials ADRC
Provider Federal Tax ID Number (##-#####, #####) 226002477		Focal Point Go Access Point	FP GO
Provider DUNS Number (##-###-####) 08-060-9969		<input type="checkbox"/> Check here if not a Focal Point	
Is this Program held at additional sites? <input type="checkbox"/> Yes No			
If Yes, please click the Sites/Locations link in the related pages section at the top or bottom of this form.			

Budget by Line Item

Name of Allocated Fund and Code: Title III - Administration - 01

Line Item	Cash	In-Kind	Total
Personnel	\$197,518		\$197,518
Consultant & Contract			\$0
Travel	\$1,585		\$1,585
Food	\$350		\$350
Building Space			\$0
Print & Office Supplies	\$2,567		\$2,567
Equipment			\$0
Other	\$14,796		\$14,796
Indirect Cost		\$263,911	\$263,911
Total Budgeted Cost	\$216,816	\$263,911	\$480,727

Budget by Funding Source

Name of Allocated Fund	Title III - Administration - 01	\$20,646
Additional Funds:	State Match	
	State COLA	
	Local Public	\$460,081
	Local Private	
	NSIP	
Income:	Other	
	Participant	
Total:		\$480,727

Service Code and Taxonomy Service Name	Service Units	Unduplicated Clients	Service Budget	Service Rate
099 - Administration	0	0	\$480,727	\$480,727.0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
Total:			\$480,727	

Name of AAA Director Certifying The Above Information

Lorraine Hentz

By checking this box, you certify that the information listed above is accurate to the best of your knowledge.



Integrated Program Summary

New Revised Delete

Calendar Year 2013		County Sussex County	From: 1/1/2013	To: 12/31/2013
Program Name Information & Assistance		Program # 020		
Provider Address 1 Spring Street		Provider Name AAA Sussex County Division of Senior Services		
City Newton		State New Jersey	Minority Provider <input type="checkbox"/> Yes No	
Telephone 973-579-0555		Zip 07860		
Fax 973-579-0550		Director Lorraine Hentz		
Provider Federal Tax ID Number (##-#####, #####) 226002477		Focal Point ADRC Partner	Type Initials ADRC	
Provider DUNS Number (##-###-####) 08-060-9969		Focal Point Go Access Point	FP GO	
Is this Program held at additional sites?		<input type="checkbox"/> Yes No		
If Yes, please click the Sites/Locations link in the related pages section at the top or bottom of this form.				

Budget by Line Item

Name of Allocated Fund and Code: Title III B - Supportive Services - 02

Line Item	Cash	In-Kind	Total
Personnel	\$10,736		\$10,736
Consultant & Contract			\$0
Travel			\$0
Food			\$0
Building Space			\$0
Print & Office Supplies			\$0
Equipment			\$0
Other			\$0
Indirect Cost		\$7,968	\$7,968
Total Budgeted Cost	\$10,736	\$7,968	\$18,704

Budget by Funding Source

Name of Allocated Fund	Title III B - Supportive Services - 02	
Additional Funds:	State Match	
	State COLA	
	Local Public	\$18,699
	Local Private	
	NSIP	
Income:	Other	
	Participant	\$5
Total:	\$18,704	

Service Code and Taxonomy Service Name	Service Units	Unduplicated Clients	Service Budget	Service Rate
101 - Information and Assistance - contact	5,500	3200	\$18,704	\$3.40
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
		Total:	\$18,704	

Name of AAA Director Certifying The Above Information

Lorraine Hentz

By checking this box, you certify that the information listed above is accurate to the best of your knowledge.



Integrated Program Summary

New Revised Delete

		From: 1/1/2013	To: 12/31/2013
Calendar Year 2013	County Sussex County	Program # 051	
Program Name Senior Transportation		Provider Name Sussex County Office of Transit/Skylands Ride	
Provider Address 83 Spring Street			
Minority Provider <input type="checkbox"/> Yes No			
City Newton	State New Jersey	Zip 07860	
Telephone 973-383-3600		Director Carol Novrit	
Fax 973-383-3627		Focal Point ADRC Partner	Type Initials ADRC
Provider Federal Tax ID Number (##-#####) 226002477		Focal Point	FP
		Go Access Point	GO
Provider DUNS Number (##-###-####) 08-060-9969		<input type="checkbox"/> Check here if not a Focal Point	
Is this Program held at additional sites? <input type="checkbox"/> Yes No			
If Yes, please click the Sites/Locations link in the related pages section at the top or bottom of this form.			

Budget by Line Item

Name of Allocated Fund and Code: Title III B - Supportive Services - 02

Line Item	Cash	In-Kind	Total
Personnel			\$0
Consultant & Contract			\$0
Travel			\$0
Food			\$0
Building Space			\$0
Print & Office Supplies			\$0
Equipment			\$0
Other	\$56,002		\$56,002
Indirect Cost			\$0
Total Budgeted Cost	\$56,002	\$0	\$56,002

Budget by Funding Source

Name of Allocated Fund		
Title III B - Supportive Services - 02		\$28,422
Additional Funds:	State Match	
	State COLA	\$26,085
	Local Public	
	Local Private	
	NSIP	
Income:	Other	
	Participant	\$1,495
Total:		\$56,002

Service Code and Taxonomy Service Name	Service Units	Unduplicated Clients	Service Budget	Service Rate
106 - Transportation - 1 one-way trip (location	5,628	194	\$56,002	\$9.95
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
Total:			\$56,002	

Name of AAA Director Certifying The Above Information

Lorraine Hentz

By checking this box, you certify that the information listed above is accurate to the best of your knowledge.



Integrated Program Summary

New Revised Delete

From: 1/1/2013		To: 12/31/2013	
Calendar Year 2013	County Sussex County	Program # 055	
Program Name Senior Legal Services		Provider Name Legal Services of Northwest Jersey	
Provider Address 18 Church Street		Minority Provider <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
City Newton	State New Jersey	Zip 07860	
Telephone 973-383-7400		Director Diane K. Smith	
Fax 973-383-3469		Focal Point <input type="checkbox"/> ADRC Partner	Type Initials ADRC
Provider Federal Tax ID Number (##-##### , #####) 222092489		<input type="checkbox"/> Focal Point	FP
Provider DUNS Number (##-###-####) 16-607-5473		<input type="checkbox"/> Go Access Point	GO
		Check here if not a Focal Point	
Is this Program held at additional sites? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If Yes, please click the Sites/Locations link in the related pages section at the top or bottom of this form.			

Budget by Line Item

Name of Allocated Fund and Code: Title III B - Supportive Services - 02

Line Item	Cash	In-Kind	Total
Personnel			\$0
Consultant & Contract			\$0
Travel			\$0
Food			\$0
Building Space			\$0
Print & Office Supplies			\$0
Equipment			\$0
Other	\$38,267		\$38,267
Indirect Cost			\$0
Total Budgeted Cost	\$38,267	\$0	\$38,267

Budget by Funding Source

Name of Allocated Fund	Title III B - Supportive Services - 02	\$14,667
Additional Funds:	State Match	
	State COLA	\$9,250
	Local Public	
	Local Private	\$1,290
	NSIP	
Income:	Other	\$12,888
	Participant	\$172
Total:		\$38,267

Service Code and Taxonomy Service Name	Service Units	Unduplicated Clients	Service Budget	Service Rate
325 - Legal Assistance - hour	700	75	\$38,267	\$54.67
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
Total:			\$38,267	

Name of AAA Director Certifying The Above Information

Lorraine Hentz

By checking this box, you certify that the information listed above is accurate to the best of your knowledge.



Integrated Program Summary

New Revised Delete

		From: 1/1/2013	To: 12/31/2013
Calendar Year 2013	County Sussex County	Program # 072	
Program Name Outreach		Provider Name Sussex County Div of Social Services	
Provider Address 83 Spring Street		Minority Provider <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
City Newton	State New Jersey	Zip 07860	
Telephone 973-383-3600		Director Carol Novrit	
Fax 973-383-3627		Focal Point <input type="checkbox"/> ADRC Partner	Type Initials ADRC
Provider Federal Tax ID Number (##-#####) 226002477		<input type="checkbox"/> Focal Point	FP
Provider DUNS Number (##-###-####) 08-060-9969		<input type="checkbox"/> Go Access Point	GO
		<input type="checkbox"/> Check here if not a Focal Point	
Is this Program held at additional sites?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If Yes, please click the Sites/Locations link in the related pages section at the top or bottom of this form.			

Budget by Line Item

Name of Allocated Fund and Code: Title III B - Supportive Services - 02

Line Item	Cash	In-Kind	Total
Personnel			\$0
Consultant & Contract			\$0
Travel			\$0
Food			\$0
Building Space			\$0
Print & Office Supplies			\$0
Equipment			\$0
Other	\$11,535		\$11,535
Indirect Cost			\$0
Total Budgeted Cost	\$11,535	\$0	\$11,535

Budget by Funding Source

Name of Allocated Fund	Title III B - Supportive Services - 02	\$11,530
Additional Funds:	State Match	
	State COLA	
	Local Public	
	Local Private	
	NSIP	
Income:	Other	
	Participant	\$5
Total:		\$11,535

Service Code and Taxonomy Service Name	Service Units	Unduplicated Clients	Service Budget	Service Rate
104 - Outreach - contact	1,214	44	\$11,535	\$9.50
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
		Total:	\$11,535	

Name of AAA Director Certifying The Above Information

Lorraine Hentz

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Integrated Program Summary

New Revised Delete

		From: 1/1/2013	To: 12/31/2013
Calendar Year 2013	County Sussex County	Program # 083	
Program Name Certified Home Health Aide		Provider Name Nurses Choice Home Care	
Provider Address 16 Pepper Lane		Minority Provider <input type="checkbox"/> Yes No	
City Succasunna	State New Jersey	Zip 07876	
Telephone 862-219-5616		Director Nancy VonEilberg	
Fax		Focal Point <input type="checkbox"/> ADRC Partner	Type Initials ADRC
Provider Federal Tax ID Number (##-##### , #####) 454252794		<input type="checkbox"/> Focal Point	FP
Provider DUNS Number (##-###-####) 04-684-2854		<input type="checkbox"/> Go Access Point	GO
Is this Program held at additional sites? <input type="checkbox"/> Yes No If Yes, please click the Sites/Locations link in the related pages section at the top or bottom of this form.			

Budget by Line Item

Name of Allocated Fund and Code: Title III B - Supportive Services - 02

Line Item	Cash	In-Kind	Total
Personnel			\$0
Consultant & Contract			\$0
Travel			\$0
Food			\$0
Building Space			\$0
Print & Office Supplies			\$0
Equipment			\$0
Other	\$13,393		\$13,393
Indirect Cost			\$0
Total Budgeted Cost	\$13,393	\$0	\$13,393

Budget by Funding Source

Name of Allocated Fund	Title III B - Supportive Services - 02	\$7,823
Additional Funds:	State Match	\$551
	State COLA	\$4,769
	Local Public	
	Local Private	
	NSIP	
Income:	Other	
	Participant	\$250
Total:		\$13,393

Service Code and Taxonomy Service Name	Service Units	Unduplicated Clients	Service Budget	Service Rate
213 - Certified Home Health Aide - hour	1,024	34	\$13,393	\$13.08
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
Total:			\$13,393	

Name of AAA Director Certifying The Above Information

Lorraine Hentz

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Integrated Program Summary

New Revised Delete

		From: 1/1/2013	To: 12/31/2013
Calendar Year 2013	County Sussex County	Program # 025	
Program Name Congregate Nutrition		Provider Name Sussex County Division of Senior Services	
Provider Address 1 Spring Street		Minority Provider <input type="checkbox"/> Yes <input type="checkbox"/> No	
City Newton	State New Jersey	Zip 07860	
Telephone 973-579-0555		Director Lorraine Hentz	
Fax 973-579-0550		Focal Point ADRC Partner	Type Initials ADRC
Provider Federal Tax ID Number (##-#####) 226002477		Focal Point <input type="checkbox"/> Go Access Point	FP GO
Provider DUNS Number (##-###-####) 08-060-9969		<input type="checkbox"/> Check here if not a Focal Point	
Is this Program held at additional sites? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If Yes, please click the Sites/Locations link in the related pages section at the top or bottom of this form.			

Budget by Line Item

Name of Allocated Fund and Code: Title III C 1 - Congregate Nutrition - 03

Line Item	Cash	In-Kind	Total
Personnel			\$0
Consultant & Contract			\$0
Travel			\$0
Food			\$0
Building Space			\$0
Print & Office Supplies			\$0
Equipment			\$0
Other	\$146,453		\$146,453
Indirect Cost			\$0
Total Budgeted Cost	\$146,453	\$0	\$146,453

Budget by Funding Source

Name of Allocated Fund		
Title III C 1 - Congregate Nutrition - 03		\$56,639
Additional Funds:	State Match	
	State COLA	
	Local Public	\$58,858
	Local Private	
	NSIP	\$4,956
Income:	Other	
	Participant	\$26,000
Total:		\$146,453

Service Code and Taxonomy Service Name	Service Units	Unduplicated Clients	Service Budget	Service Rate
435 - Congregate Nutrition - meal	20,400	460	\$144,453	\$7.08
438 - Nutrition Education - 1 session per	125	125	\$1,600	\$12.80
439 - Nutrition Counseling - 1 session per	10	10	\$400	\$40.00
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
Total:			\$146,453	

Name of AAA Director Certifying The Above Information

Lorraine Hentz

By checking this box, you certify that the information listed above is accurate to the best of your knowledge.



Sussex County

DOAS13AAA039 (1)

SITES/LOCATIONS

Please use this form to list any applicable site locations in addition to your agency's primary address and verify all data is correct before clicking save.

Is this a new Site? Yes No

Type of Site (if applicable check all that apply):

Nutrition site:

Senior Center:

Focal Point:

Site Name Franklin Senior Center

Site Director Name Cindy Space

Address 1

George Labance Lane

Address 2

City Franklin

State New Jersey

Zip 07416

Phone 973-827-2973

Email

Fax

Website



Sussex County

DOAS13AAA039 (1)

SITES/LOCATIONS

Please use this form to list any applicable site locations in addition to your agency's primary address and verify all data is correct before clicking save.

Is this a new Site? Yes No

Type of Site (if applicable check all that apply):

Nutrition site:

Senior Center:

Focal Point:

Site Name To Be Determined in Hopatcong Area

Site Director Name To Be Determined

Address 1

To Be Determined

Address 2

City Hopatcong

State New Jersey

Zip 07843

Phone 973-555-5555

Email

Fax

Website



Sussex County

DOAS13AAA039 (1)

SITES/LOCATIONS

Please use this form to list any applicable site locations in addition to your agency's primary address and verify all data is correct before clicking save.

Is this a new Site? Yes No

Type of Site (if applicable check all that apply):

Nutrition site:

Senior Center:

Focal Point:

Site Name To Be Determined in Newton Area

Site Director Name To Be Determined

Address 1

To Be Determined

Address 2

City Newton

State New Jersey

Zip 07860

Phone 973-555-5555

Email

Fax

Website



Sussex County

DOAS13AAA039 (1)

SITES/LOCATIONS

Please use this form to list any applicable site locations in addition to your agency's primary address and verify all data is correct before clicking save.

Is this a new Site? Yes No

Type of Site (if applicable check all that apply):

Nutrition site:

Senior Center:

Focal Point:

Site Name To Be Determined in Vernon Area

Site Director Name To Be Determined

Address 1

To Be Determined

Address 2

City Vernon

State New Jersey

Zip 07462

Phone 973-555-5555

Email

Fax

Website



Sussex County

DOAS13AAA039 (1)

SITES/LOCATIONS

Please use this form to list any applicable site locations in addition to your agency's primary address and verify all data is correct before clicking save.

Is this a new Site? Yes No

Type of Site (if applicable check all that apply):

Nutrition site:

Senior Center:

Focal Point:

Site Name Sussex County Division of Senior Services

Site Director Name Lorraine Hentz

Address 1

One Spring Street

Address 2

City Newton

State New Jersey

Zip 07860

Phone 973-579-0555

Email seniorservices@sussex.nj.us

Fax 973-579-0550

Website



Sussex County

DOAS13AAA039 (1)

SITES/LOCATIONS

Please use this form to list any applicable site locations in addition to your agency's primary address and verify all data is correct before clicking save.

Is this a new Site? Yes No

Type of Site (if applicable check all that apply):

Nutrition site:

Senior Center:

Focal Point:

Site Name Sussex County Divison of Senior Services

Site Director Name Lorraine Hentz

Address 1

One Spring Street

Address 2

City Newton

State New Jersey

Zip 07860

Phone 973-579-0555

Email seniorservices@sussex.nj.us

Fax 973-579-0550

Website



Sussex County

DOAS13AAA039 (1)

SITES/TITLE III D - EVIDENCE BASED PROGRAM FUNDING

(Excluding funds dedicated to medication management)

*****Programs approved for Title III D funding in 2010 are in effect until 2012 (and should be listed on prior page), except programs with provisional approval approved only for implementation in 2010.**

Complete Title III D funding request forms only for new and/or revised Evidence-Based Disease Prevention/Health Promotion Programs

Grantee Name and Address:

Sussex County Division of Senior Services
One Spring Street

Service Taxonomy name and number

Number of Clients to Be Served: 350

Allocation (\$): \$20,153

Target Population: Individuals age 60 plus living in Sussex County, or those that a
Select the category (1, 2, 3, or 4 explained below) and provide responses for that category documenting how this program meets the criteria that Title III D funds be directed to evidence-based programs (see PM 2009-5, III-4). Submit completed information forms, not to exceed a total of four (4) pages.

1. The program is identified by a leading national authority on healthy aging (such as AoA, NCOA, CDC or AHRQ) or the New Jersey Department of Human Services as an evidence-based health promotion program.

A. Program Matter of Balance

B. Authority AOA, NCOA, New Jersey Department of Health & Senior Services



The intervention is based upon rigorously conducted research (such as a randomized controlled trial) with results published in a peer-reviewed journal. Participants in the trial must represent the target population (age 60 and older).

A. Brief description of local program to be funded and target population:

B. List the name of researcher(s) and study(s) upon which the program's key element are based:

C. Brief description of research study intervention and demonstrated outcomes:

D. List the core program elements included in the research study and replicated in the local program:



The intervention was developed and scientifically evaluated for older adults and proven to have positive health outcomes, as judged by a consensus of informed experts.

A. Name of Developer/Evaluator:

B. Brief description of core program components and evaluation outcomes:

C. Identify experts (individuals and/or organizations) that endorse intervention:



The program is based on a clinically-evaluated intervention for older adults and community-based implementation can be substantiated:

A. Identify The Clinically Evaluated Intervention Upon Which The Service Is Based, Describing The Intervention And The Documented Outcomes:

B. Identify the core components of the clinical intervention provided through the funded service.



Integrated Program Summary

New Revised Delete

		From: 1/1/2013	To: 12/31/2013
Calendar Year 2013	County Sussex County	Program # 060	
Program Name Residential Maintenance		Provider Name NORWESCAP, Inc	
Provider Address 350 Marshall Street		Minority Provider <input type="checkbox"/> Yes No	
City Phillipsburg	State New Jersey	Zip 08885	
Telephone 908-454-7000		Director John Korp	
Fax 908-859-0729		Focal Point <input type="checkbox"/> ADRC Partner	Type Initials ADRC
Provider Federal Tax ID Number (##-#####) 221777156		<input type="checkbox"/> Focal Point	FP
Provider DUNS Number (##-###-####) 06-080-8219		<input type="checkbox"/> Go Access Point	GO
		Check here if not a Focal Point	
Is this Program held at additional sites? <input type="checkbox"/> Yes No			
If Yes, please click the Sites/Locations link in the related pages section at the top or bottom of this form.			

Budget by Line Item

Name of Allocated Fund and Code: Safe Housing and Transportation Program (SHTP) - 11

Line Item	Cash	In-Kind	Total
Personnel			\$0
Consultant & Contract			\$0
Travel			\$0
Food			\$0
Building Space			\$0
Print & Office Supplies			\$0
Equipment			\$0
Other	\$5,173		\$5,173
Indirect Cost			\$0
Total Budgeted Cost	\$5,173	\$0	\$5,173

Budget by Funding Source

Name of Allocated Fund	Safe Housing and Transportation Program	\$4,680
Additional Funds:	State Match	
	State COLA	
	Local Public	\$488
	Local Private	
	NSIP	
Income:	Other	
	Participant	\$5
Total:		\$5,173

Service Code and Taxonomy Service Name	Service Units	Unduplicated Clients	Service Budget	Service Rate
211 - Residential Maintenance - hour	90	12	\$5,173	\$57.48
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
Total:			\$5,173	

Name of AAA Director Certifying The Above Information

Lorraine Hentz

By checking this box, you certify that the information listed above is accurate to the best of your knowledge.



Integrated Program Summary

New [] Revised [] Delete []

Form with fields: From: 1/1/2013 To: 12/31/2013, Calendar Year: 2013, County: Sussex County, Program #: 068, Program Name: Assisted Transportation, Provider Name: Catholic Family & Community Services, Provider Address: 24 DeGrasse Street, City: Paterson, State: New Jersey, Zip: 07505, Telephone: 973-279-7100, Director: Diane Silbernegel, Fax: 973-523-1150, Focal Point options, Provider Federal Tax ID Number, Provider DUNS Number, Is this Program held at additional sites? (Yes/No)

Budget by Line Item

Name of Allocated Fund and Code: Safe Housing and Transportation Program (SHTP) - 11

Table with 4 columns: Line Item, Cash, In-Kind, Total. Rows include Personnel (\$0), Consultant & Contract (\$0), Travel (\$0), Food (\$0), Building Space (\$0), Print & Office Supplies (\$0), Equipment (\$0), Other (\$32,757), Indirect Cost (\$0), Total Budgeted Cost (\$32,757).

Budget by Funding Source

Table with 3 columns: Name of Allocated Fund, Amount, Source. Sources include State Match, State COLA, Local Public, Local Private, NSIP, Other, and Participant, totaling \$32,757.

Table with 5 columns: Service Code and Taxonomy Service Name, Service Units, Unduplicated Clients, Service Budget, Service Rate. Row 1: 107 - Assisted Transportation - 1 one-way trip, 2,135 units, 45 clients, \$32,757 budget, \$15.34 rate. Total: \$32,757.

Name of AAA Director Certifying The Above Information

Lorraine Hentz

By checking this box, you certify that the information listed above is accurate to the best of your knowledge.



Integrated Program Summary

New Revised Delete

From: 1/1/2013		To: 12/31/2013	
Calendar Year 2013	County Sussex County	Program # 019	
Program Name Administration		Provider Name AAA Sussex Cty Division of Senior Services	
Provider Address 1 Spring Street		Minority Provider <input type="checkbox"/> Yes No	
City Newton	State New Jersey	Zip 07860	
Telephone 973-579-0555		Director Lorraine Hentz	
Fax 973-579-0550		Focal Point ADRC Partner	Type Initials ADRC
Provider Federal Tax ID Number (##-#####) 226002477		Focal Point	FP
Provider DUNS Number (##-###-####) 08-060-9969		<input type="checkbox"/> Go Access Point	GO
Is this Program held at additional sites?		<input type="checkbox"/> Yes No	

If Yes, please click the Sites/Locations link in the related pages section at the top or bottom of this form.

Budget by Line Item

Name of Allocated Fund and Code: Safe Housing and Transportation Program Admin - 12

Line Item	Cash	In-Kind	Total
Personnel	\$920		\$920
Consultant & Contract			\$0
Travel			\$0
Food			\$0
Building Space			\$0
Print & Office Supplies			\$0
Equipment			\$0
Other			\$0
Indirect Cost			\$0
Total Budgeted Cost	\$920	\$0	\$920

Budget by Funding Source

Name of Allocated Fund	Safe Housing and Transportation Program	\$920
Additional Funds:	State Match	
	State COLA	
	Local Public	
	Local Private	
	NSIP	
Income:	Other	
	Participant	
Total:		\$920

Service Code and Taxonomy Service Name	Service Units	Unduplicated Clients	Service Budget	Service Rate
099 - Administration	0	0	\$920	\$920.00
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
Total:			\$920	

Name of AAA Director Certifying The Above Information
Lorraine Hentz

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Integrated Program Summary

New Revised Delete

From: 1/1/2013		To: 12/31/2013	
Calendar Year 2013	County Sussex County	Program # 019	
Program Name Care Coordination		Provider Name AAA Sussex Cty Division of Senior Services	
Provider Address 1 Spring Street		Minority Provider <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
City Newton	State New Jersey	Zip 07860	
Telephone 973-579-0555		Director Lorraine Hentz	
Fax 973-579-0550		Focal Point ADRC Partner	Type Initials ADRC
Provider Federal Tax ID Number (##-##### , #####) 226002477		<input type="checkbox"/> Focal Point	FP
Provider DUNS Number (##-###-####) 08-060-9969		<input type="checkbox"/> Go Access Point	GO
Is this Program held at additional sites?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If Yes, please click the Sites/Locations link in the related pages section at the top or bottom of this form.			

Budget by Line Item

Name of Allocated Fund and Code: Care Management/Quality Assurance (CMQA) - 17

Line Item	Cash	In-Kind	Total
Personnel	\$23,810		\$23,810
Consultant & Contract			\$0
Travel			\$0
Food			\$0
Building Space			\$0
Print & Office Supplies			\$0
Equipment			\$0
Other			\$0
Indirect Cost			\$0
Total Budgeted Cost	\$23,810	\$0	\$23,810

Budget by Funding Source

Name of Allocated Fund	Care Management/Quality Assurance (CMQA) -	\$23,810
Additional Funds:	State Match	
	State COLA	
	Local Public	
	Local Private	
	NSIP	
Income:	Other	
	Participant	
Total:		\$23,810

Service Code and Taxonomy Service Name	Service Units	Unduplicated Clients	Service Budget	Service Rate
099 - Administration	0	0	\$23,810	\$23,810.00
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
Total:			\$23,810	

Name of AAA Director Certifying The Above Information

Lorraine Hentz

By checking this box, you certify that the information listed above is accurate to the best of your knowledge.



Integrated Program Summary

New Revised Delete

		From: 1/1/2013	To: 12/31/2013
Calendar Year 2013	County Sussex County	Program # 051	
Program Name Senior Transportation		Provider Name Sussex County Office of Transit/Skyland's Ride	
Provider Address 83 Spring Street		Minority Provider <input type="checkbox"/> Yes <input type="checkbox"/> No	
City Newton	State New Jersey	Zip 07860	
Telephone 973-383-3600		Director Carol Novrit	
Fax 973-579-0550		Focal Point <input type="checkbox"/> ADRC Partner	Type Initials ADRC
Provider Federal Tax ID Number (##-##### , #####) 226002477		<input type="checkbox"/> Focal Point	FP
Provider DUNS Number (##-###-####) 08-060-9969		<input type="checkbox"/> Go Access Point	GO
Check here if not a Focal Point			
Is this Program held at additional sites?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, please click the Sites/Locations link in the related pages section at the top or bottom of this form.			

Budget by Line Item

Name of Allocated Fund and Code: Medicaid Match - 35

Line Item	Cash	In-Kind	Total
Personnel			\$0
Consultant & Contract			\$0
Travel			\$0
Food			\$0
Building Space			\$0
Print & Office Supplies			\$0
Equipment			\$0
Other	\$1,521		\$1,521
Indirect Cost			\$0
Total Budgeted Cost	\$1,521	\$0	\$1,521

Budget by Funding Source

Name of Allocated Fund	Medicaid Match - 35	\$1,516
Additional Funds:	State Match	
	State COLA	
	Local Public	
	Local Private	
	NSIP	
Income:	Other	
	Participant	\$5
Total:		\$1,521

Service Code and Taxonomy Service Name	Service Units	Unduplicated Clients	Service Budget	Service Rate
106 - Transportation - 1 one-way trip (location	101	10	\$1,521	\$15.06
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
Total:			\$1,521	

Name of AAA Director Certifying The Above Information

Lorraine Hentz

By checking this box, you certify that the information listed above is accurate to the best of your knowledge.



Integrated Program Summary

New Revised Delete

		From: 1/1/2013	To: 12/31/2013
Calendar Year 2013	County Sussex County	Program # 072	
Program Name Outreach		Provider Name Sussex Cty Division of Social Services	
Provider Address 83 Spring Street		Minority Provider <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
City Newton	State New Jersey	Zip 07860	
Telephone 973-383-3600		Director Carol Novrit	
Fax 973-383-3627		Focal Point <input type="checkbox"/> ADRC Partner	Type Initials ADRC
Provider Federal Tax ID Number (##-#####) 226002477		Focal Point Go Access Point	FP GO
Provider DUNS Number (##-###-#####) 08-060-9969		<input type="checkbox"/> Check here if not a Focal Point	
Is this Program held at additional sites? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If Yes, please click the Sites/Locations link in the related pages section at the top or bottom of this form.			

Budget by Line Item

Name of Allocated Fund and Code: Medicaid Match - 35

Line Item	Cash	In-Kind	Total
Personnel			\$0
Consultant & Contract			\$0
Travel			\$0
Food			\$0
Building Space			\$0
Print & Office Supplies			\$0
Equipment			\$0
Other	\$1,425		\$1,425
Indirect Cost			\$0
Total Budgeted Cost	\$1,425	\$0	\$1,425

Budget by Funding Source

Name of Allocated Fund	Medicaid Match - 35	\$1,420
Additional Funds:	State Match	
	State COLA	
	Local Public	
	Local Private	
	NSIP	
Income:	Other	
	Participant	\$5
Total:		\$1,425

Service Code and Taxonomy Service Name	Service Units	Unduplicated Clients	Service Budget	Service Rate
104 - Outreach - contact	75	4	\$1,425	\$19.00
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
		Total:	\$1,425	

Name of AAA Director Certifying The Above Information

Lorraine Hentz

By checking this box, you certify that the information listed above is accurate to the best of your knowledge.



Integrated Program Summary

New Revised Delete

		From: 1/1/2013	To: 12/31/2013
Calendar Year 2013	County Sussex County	Program # 081	
Program Name Caregiver Support Group		Provider Name AAA Sussex Cty Division of Senior Services	
Provider Address 1 Spring Street			
		Minority Provider <input type="checkbox"/>	Yes No
City Newton	State New Jersey	Zip 07860	
Telephone 973-579-0555		Director Lorraine Hentz	
Fax 973-579-0550		Focal Point ADRC Partner	Type Initials ADRC
Provider Federal Tax ID Number (##-##### , #####) 226002477		Focal Point <input type="checkbox"/> Go Access Point	FP GO
Provider DUNS Number (##-###-####) 08-060-9969		<input type="checkbox"/> Check here if not a Focal Point	
Is this Program held at additional sites? <input type="checkbox"/> Yes No			

If Yes, please click the Sites/Locations link in the related pages section at the top or bottom of this form.

Budget by Line Item

Name of Allocated Fund and Code: Medicaid Match - 35

Line Item	Cash	In-Kind	Total
Personnel			\$0
Consultant & Contract			\$0
Travel			\$0
Food			\$0
Building Space			\$0
Print & Office Supplies			\$0
Equipment			\$0
Other	\$1,475		\$1,475
Indirect Cost			\$0
Total Budgeted Cost	\$1,475	\$0	\$1,475

Budget by Funding Source

Name of Allocated Fund	Medicaid Match - 35	\$1,470
Additional Funds:	State Match	
	State COLA	
	Local Public	
	Local Private	
	NSIP	
Income:	Other	
	Participant	\$5
Total:		\$1,475

Service Code and Taxonomy Service Name	Service Units	Unduplicated Clients	Service Budget	Service Rate
720 - NFSCP Support Group - session per	60	15	\$1,475	\$24.58
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
Total:			\$1,475	

Name of AAA Director Certifying The Above Information

Lorraine Hentz

By checking this box, you certify that the information listed above is accurate to the best of your knowledge.



Integrated Program Summary

New Revised Delete

		From: 1/1/2013	To: 12/31/2013
Calendar Year 2013	County Sussex County	Program # 069	
Program Name Adult Protective Services		Provider Name Sussex Cty Division of Social Services	
Provider Address 83 Spring Street			
Minority Provider <input type="checkbox"/> Yes No			
City Newton	State New Jersey	Zip 07860	
Telephone 973-383-3600		Director Carol Novrit	
Fax 973-383-3627	Focal Point <input type="checkbox"/> ADRC Partner		Type Initials ADRC
Provider Federal Tax ID Number (##-#####, #####) 226002477		Focal Point	FP
		Go Access Point	GO
Provider DUNS Number (##-###-####) 08-060-9969		<input type="checkbox"/> Check here if not a Focal Point	
Is this Program held at additional sites? <input type="checkbox"/> Yes No			
If Yes, please click the Sites/Locations link in the related pages section at the top or bottom of this form.			

Budget by Line Item

Name of Allocated Fund and Code: Adult Protective Services (APS) - 14

Line Item	Cash	In-Kind	Total
Personnel			\$0
Consultant & Contract			\$0
Travel			\$0
Food			\$0
Building Space			\$0
Print & Office Supplies			\$0
Equipment			\$0
Other	\$73,632		\$73,632
Indirect Cost			\$0
Total Budgeted Cost	\$73,632	\$0	\$73,632

Budget by Funding Source

Name of Allocated Fund	Adult Protective Services (APS) - 14	\$73,632
Additional Funds:	State Match	
	State COLA	
	Local Public	
	Local Private	
	NSIP	
Income:	Other	
	Participant	
Total:		\$73,632

Service Code and Taxonomy Service Name	Service Units	Unduplicated Clients	Service Budget	Service Rate
324 - Adult Protective Services - contact	3,875	43	\$73,632	\$19.00
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
Total:			\$73,632	

Name of AAA Director Certifying The Above Information

Lorraine Hentz

By checking this box, you certify that the information listed above is accurate to the best of your knowledge.



Sussex County

DOAS13AAA039 (1)

Integrated Program Summary

New Revised Delete

From: 1/1/2013			To: 12/31/2013		
Calendar Year 2013	County Sussex County	Program # 022			
Program Name State Home Delivered Meals			Provider Name Catholic Family & Community Services		
Provider Address 24 DeGrasse Street					Minority Provider <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
City Paterson	State New Jersey	Zip 07505			
Telephone 973-279-7100			Director Diane Silbernagel		
Fax 973-523-1150		Focal Point <input type="checkbox"/> ADRC Partner		Type Initials ADRC	
Provider Federal Tax ID Number (##-#####, #####) 221487121		<input type="checkbox"/> Focal Point		FP	
		<input type="checkbox"/> Go Access Point		GO	
Provider DUNS Number (##-###-####) 03-994-3071		Check here if not a Focal Point			
Is this Program held at additional sites?					<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Yes, please click the Sites/Locations link in the related pages section at the top or bottom of this form.					

Budget by Line Item

Name of Allocated Fund and Code: Supplemental Home Delivered Meals (SHDM) - 19

Line Item	Cash	In-Kind	Total
Personnel			\$0
Consultant & Contract			\$0
Travel			\$0
Food			\$0
Building Space			\$0
Print & Office Supplies			\$0
Equipment			\$0
Other	\$30,416		\$30,416
Indirect Cost			\$0
Total Budgeted Cost	\$30,416	\$0	\$30,416

Budget by Funding Source

Name of Allocated Fund		
Supplemental Home Delivered Meals (SHDM) -		\$19,486
Additional Funds:	State Match	
	State COLA	
	Local Public	
	Local Private	
	NSIP	
Income:	Other	
	Participant	\$10,930
Total:		\$30,416

Service Code and Taxonomy Service Name	Service Units	Unduplicated Clients	Service Budget	Service Rate
436 - Home Delivered Nutrition - meal	2,869	50	\$30,416	\$10.60
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
Total:			\$30,416	

Name of AAA Director Certifying The Above Information

Lorraine Hentz

By checking this box, you certify that the information listed above is accurate to the best of your knowledge.



Grant Amendment/Budget Revision Request

Request Title:	3/14/2013 - Amend IPS's and delete Adult Day Care
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Select the type of request

- Grant Amendment (Increases/Decreases in Overall Budget, Changes in Scope, Extension of Grant Period)

Grant Revision (Line Item Change - No Increase/Decrease in Overall Budget)

Provide a detailed justification of why this change is being requested

Need to amend Title III administration budget line items on IPS for program 019, allocation code 01

Need to amend information & assistance line items on IPS for program 020, allocation code 02

Need to amend participant income on IPS for certified home health aide and amend program code for the new provider for program number 082, allocation code 02. New program code is now 083.

Need to amend program number for congregate nutrition on IPS to 025 in lieu of 024

Need to delete Adult Day Social program and reallocate Title III E funding to Nurses Choice Home Care to support and assist caregivers.

Need to attach an updated P106 Resolution.

Need to attach a fully executed and signed Government Services Justification form for the Hopacong Nutrition Site

Need to attach audit engagement letter for the County of Sussex



Integrated Program Summary

New Revised Delete

		From: 1/1/2013	To: 12/31/2013
Calendar Year 2013	County Sussex County	Program # 019	
Program Name Care Transitions		Provider Name Sussex County Division of Senior Services	
Provider Address 1 Spring Street		Minority Provider <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
City Newton	State New Jersey	Zip 07860	
Telephone 973-579-0555		Director Lorraine Hentz	
Fax 973-579-0550		Focal Point ADRC Partner	Type Initials ADRC
Provider Federal Tax ID Number (##-#####, #####) 226002477		Focal Point Go Access Point	FP GO
Provider DUNS Number (##-###-####) 08-060-9969		<input type="checkbox"/> Check here if not a Focal Point	
Is this Program held at additional sites?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If Yes, please click the Sites/Locations link in the related pages section at the top or bottom of this form.			

Budget by Line Item

Name of Allocated Fund and Code: Care Transitions - 46

Line Item	Cash	In-Kind	Total
Personnel			\$0
Consultant & Contract			\$0
Travel			\$0
Food			\$0
Building Space			\$0
Print & Office Supplies			\$0
Equipment			\$0
Other	\$0		\$0
Indirect Cost			\$0
Total Budgeted Cost	\$0	\$0	\$0

Budget by Funding Source

Name of Allocated Fund	Care Transitions - 46	\$0
Additional Funds:	State Match	
	State COLA	
	Local Public	
	Local Private	
	NSIP	
Income:	Other	
	Participant	
Total:		\$0

Service Code and Taxonomy Service Name	Service Units	Unduplicated Clients	Service Budget	Service Rate
099 - Administration	0	0	\$0	\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
Total:			\$0	

Name of AAA Director Certifying The Above Information

Lorraine Hentz

By checking this box, you certify that the information listed above is accurate to the best of your knowledge.

Sussex County

DOAS13AAA039 (1)

AGENCY BUDGET PLAN

Agency: Sussex County

County: Sussex County

Title III Funding:

Funding Sources	Title III Admin	Title III B	Title III C1	Title III C2	Title III D Health Promotion	Title III D Med Mgmt	Title III E	Funds Total	MOE Req.	NSIP Approved Carry Over	NSIP Excess Funds	NSIP Fund Balance
New funds		\$78,227	\$66,566	\$30,502	\$10,077	\$0	\$21,092	\$206,464				
Administrative	\$20,646	(\$15,785)	(\$1,000)	(\$1,752)			(\$2,109)	\$0				
Allocation Transfer		\$0	(\$8,927)	\$8,927				\$0				
New Allocation	\$20,646	\$62,442	\$56,639	\$37,677	\$10,077	\$0	\$18,983	\$206,464				
Prior Year Approved C/O		\$0	\$0	\$0	\$0	\$0	\$0	\$0				
Prior Year Excess Funds		\$0	\$0	\$0	\$0	\$0	\$0	\$0				
State Match		\$551	\$0	\$9,263	\$0	\$0	\$6,328	\$16,142				
Prior Year Approved State Match C/O		\$0	\$0	\$0	\$0	\$0	\$0	\$0				
Prior Year State Match Excess Funds		\$0	\$0	\$0	\$0	\$0	\$0	\$0				
Local Public	\$460,081	\$18,699	\$58,858	\$58,813			\$0	\$596,451				
Local Private		\$1,290		\$59,026			\$0	\$60,316	\$605,904			
Participant Income		\$1,927	\$26,000	\$11,070	\$5		\$10	\$39,012				
Income Other		\$12,888		\$20,000			\$0	\$32,888				
State COLA		\$40,104		\$5,996				\$46,100				
NSIP			\$4,956	\$4,955				\$9,911		\$0	\$0	\$0
Allocation Total	\$480,727	\$137,901	\$146,453	\$206,800	\$10,082	\$0	\$25,321	\$1,007,284				

Actual Contract Allocation (Entered by DACS)		\$78,227	\$66,566	\$30,502	\$10,077	\$0	\$21,092	\$206,464				
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Federal Fund Balance		\$0	\$0	\$0	\$0	\$0	\$0	\$0				
State Match Fund Balance		\$0	\$0	\$0	\$0	\$0	\$0	\$0				

Non Title III Funding:

Funding Sources	SHTP Admin	SHTP Program	SSBG Admin	SSBG Program	SWHDM Program	Supp Home Deliver Meals	Care Coord CHQA	APS Program	Medicaid Match	Care Transitions	Disaster Relief Funding	Non-APC	Special Programs
New funds		\$11,505		\$13,192	\$13,000	\$19,486	\$23,810	\$73,632	\$4,406	\$0	\$0	\$0	\$0
Administrative Allocation Transfer	\$920	(\$920)	\$1,319	(\$1,319)									
New Allocation	\$920	\$10,585	\$1,319	\$11,873	\$13,000	\$19,486	\$23,810	\$73,632	\$4,406	\$0			
Prior Year Approved C/O									\$0	\$0	\$0	\$0	\$0
Prior Yr Excess Funds									\$0	\$0	\$0	\$0	\$0
State Match													
Prior Yr Approved State Match C/O													
Prior Yr State Match Excess Funds													
Local Public		\$1,151		\$3,958	\$3,462								
Local Private		\$15,594			\$6,751								
Income Client		\$3,600		\$5	\$600	\$10,930			\$15				
Income Other													
State COLA		\$7,000											
NSIP													
Allocation Total	\$920	\$37,930	\$1,319	\$15,836	\$23,813	\$30,416	\$23,810	\$73,632	\$4,421	\$0	\$0	\$0	\$0
Actual contract Allocation (Entered by DACS)		\$11,505		\$13,192	\$13,000	\$19,486	\$23,810	\$73,632	\$4,406	\$0	\$0	\$0	\$0
Federal Fund Balance									\$0	\$0	\$0	\$0	\$0

Funding Sources	Fund Totals	Contract Totals	Actual Allocation (Entered by DACS)
New funds	\$159,031	\$365,495	
Administrative	\$0	\$0	
Allocation Transfer	\$0	\$0	
New Allocation	\$159,031	\$365,495	
Prior Year Approved C/O	\$0	\$0	
Prior Yr Excess Funds	\$0	\$0	
State Match	\$0	\$16,142	\$16,142
Prior Yr Approved State Match C/O	\$0	\$0	
Prior Yr State Match Excess Funds	\$0	\$0	
Local Public	\$8,571	\$605,022	
Local Private	\$22,345	\$82,661	
Income Client	\$15,150	\$54,162	
Income Other	\$0	\$32,888	
State COLA	\$7,000	\$53,100	\$53,100
NSIP	\$0	\$9,911	\$9,911
Allocation Total	\$212,097	\$1,219,381	

Actual contract Allocation (Entered by DACS)	\$238,184	\$444,648
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Federal Fund Balance	\$0	\$0
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Total Funds From State:	\$444,648
Fund Balance:	\$0
Total New Funds:	\$444,648
Funds from Other Sources:	\$774,733
Total Funds Needed:	\$1,219,381



Sussex County

DOAS13AAA039 (1)

SCHEDULE D - OFFICERS AND DIRECTORS LIST

List below the Name, Title, and Residence Address of all officers and board members of applicant.

Officer 1:

First Name: Phillip R.
Last Name: Crabb
Title: Director
Address 1: 1 Spring Street
Address 2:
City: Newton
State: New Jersey
Zip Code: 07860

Officer 2:

First Name: Parker
Last Name: Space
Title: Deputy Director
Address 1: 1 Spring Street
Address 2:
City: Newton
State: New Jersey
Zip Code: 07860

Officer 3:

First Name: Richard A.
Last Name: Vohden
Title: Freeholder
Address 1: One Spring Street
Address 2:
City: Newton
State: New Jersey
Zip Code: 07860

Officer 4:

First Name: Susan M.
Last Name: Zellman
Title: Freeholder
Address 1: 1 Spring Street
Address 2:
City: Newton
State: New Jersey
Zip Code: 07860

Officer 5:

First Name: Richard A.
Last Name: Zeoli
Title: Freeholder
Address 1: One Spring Street
Address 2:
City: Newton
State: New Jersey
Zip Code: 07860



Sussex County

DOAS13AAA039 (1)

SCHEDULE G - CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

In accordance to Federal Executive Order 12549, "Debarment and Suspension", the undersigned certifies, to the best of his or her knowledge that as an applicant, this agency or its key employees:

- a. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transaction by any Federal Department or agency, or by the State of New Jersey;
- b. Have not within a 3-year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense, in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contact under a public transportation; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- c. are not presently indicted or for otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any offenses enumerated in paragraph b) of this certification; and
- d. have not within 3-year period preceding this application had one or more public transactions (Federal, State, or Local) terminated for cause or default.

The applicant agrees that by submitting this application, it will obtain from all its subgrantees a certification that includes without modification paragraphs (a), (b), (c), (d), of this certification in accordance with Federal Executive Order 12549.

- By Checking this box you certify that the above information is correct to the best of your knowledge.

Name of Official certifying for Agency

Lorraine Hentz

Title

Director



Sussex County

DOAS13AAA039 (1)

SCHEDULE H - CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge that:

- a. No grant funds awarded from State and/or Federal appropriations have been paid or will be paid, by or on behalf of the grantee, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any grant, the making of any loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any grant, loan, or cooperative agreement.
- b. If any funds other than State and/or Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this, grant, loan, or cooperative agreement, the grantee shall complete and submit the Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- c. The grantee shall require that the language of this compliance requirement (certification) be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

The requirement (certification) is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

- By Checking this box you certify that the above information is correct to the best of your knowledge.

Name of Official certifying for Agency

Lorraine Hentz

Title

Director



SCHEDULE I - CERTIFICATION SHEET

- Yes N/A I certify that this agency will comply with the Terms and Conditions for Administration of Grants and the applicable Cost Principles.
- Yes N/A I have read the Certification Regarding Debarment and Suspension (Schedule G of the Application for Grant Funds) and certify to the best of my knowledge that as an applicant this agency and its key employees are in compliance with this requirement. I will also obtain such certification from all subgrantees in accordance with Federal Executive Order 12549. This form will be maintained on file in the agency's office.
- Yes N/A I have read the Certification Regarding Lobbying (Schedule H of the Application for Grant Funds) and, to the best of my knowledge, certify that this agency is in compliance. This form will be maintained on file in the agency's office.
- Yes N/A I have read the Certification Regarding Environmental Tobacco Smoke (Schedule K of the Application for Grant Funds) and have determined that the provisions of the pro-children Act of 1994 apply to this agency and to the best of my knowledge, certify that this agency is in compliance with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act. This form will be maintained on file in the agency's office.
- Yes N/A I understand that my payments will depend on timely submission of all reports.
- Yes N/A I certify that the listing of the Officers and Directors and their addresses are correct and current. All changes in Officers and Directors, must updated and reported within 10 working days.
- Yes N/A I have completed and submitted the Agency Minority Profile (Schedule J of the Application for Grant Funds) at least one time during the past two years.
- Yes N/A The Statement of Local Governmental Public Health Partnership (Page 2 of the Application for Grant Funds) has been sent to the Local Governmental Public Health Partnership Chairperson (or Local Health Officer, if applicable) for signature on the date of our submission of the application to the New Jersey Department of Health and Senior Services.
- Yes N/A I certify that this agency is not delinquent on any Federal or State debt.
- Yes N/A As a non-profit corporation, I certify that this agency has 501(c)(3) status as required by the Internal Revenue Service and is registered as a charitable organization in accordance with N.J.S.A. 45:17A-18 et seq.
- Yes N/A I have read, understand, and will comply with the instructions received with the grant application package.

Name of Official certifying for Agency

John H. Eskilson

Title

County Administrator



SCHEDULE J - AGENCY MINORITY PROFILE

The Department's Office of Minority Health has defined "minorities" as the four major race/ethnic minority populations (African Americans, Latinos/Hispanic, Asian/Pacific Islanders and American Indians/Eskimos) as well as linguistic minority populations who are either non-English speaking or have limited English proficiency.

Complete this form if your agency is requesting funds from this Department for the first time or has not received funds in the last two (2) years from the Department.

1. Is this a **minority-managed** organization?

Yes No

a. If Yes, place a check in the applicable box(es).

- Black/African American
- Hispanic/Latino
- American Indian
- Asian/Pacific Islander
- White, Not of Hispanic Origin
- Other

2. Is this agency serving a large minority population?

Yes No

a. If Yes, place a check in the applicable box(es).

- Black/African American
- Hispanic/Latino
- American Indian
- Asian/Pacific Islander
- White, Not of Hispanic Origin
- Other

3. Indicate all of the languages in which services are being provided by this organization, by placing a check in each applicable box:

- English
- Spanish
- French
- Creole
- Other



Sussex County

DOAS13AAA039 (1)

SCHEDULE K - CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, also known as the Pro-Children Act of 1994 (act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or Local Governments, by Federal grants, contract loan or loan guarantee. The law also applies to children's services provided in indoor facilities that are constructed, operated, or maintained with such federal funds. the law does not apply to children's services provided in private residences; portions of facilities used for inpatient drug or alcohol treatment service providers whose sole source of applicable Federal funds is Medicare or Medicaid; or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 for each violation and/or the imposition of an administrative compliance order on the responsibility entity.

Name of Official certifying for Agency

Lorraine Hentz

Title

Director



Sussex County

DOAS13AAA039 (1)

REQUIRED ATTACHMENTS

ORGANIZATIONAL CHART

449201-2012AreaPlanOrganizationalChart.ppt

NJ CHARITIES REGISTRATION

PROOF OF NON PROFIT STATUS (501C3)

CERTIFICATE OF INCORPORATION

CERTIFICATE OF EMPLOYEE INFORMATION REPORT (AA302)

STANDARDIZED BOARD RESOLUTIONS

449201-RevisedP106Resolution213.pdf

COPY OF INTEREST BEARING BANK ACCOUNT STATEMENT

PROOF OF INDIRECT RATE

449201-2012BudgetPrepre2010IndirectCostRateSchedule9711.p

PROGRAM INCOME STATEMENT

449201-ProgramIncomePolicy.doc

AUDIT ENGAGEMENT LETTER

449201-2011auditengagementletter.pdf

STAFF RESUMES

449201-SeniorServicesStaffResumes.doc

SALARY RANGES

SALARY POLICY

449201-SalaryPolicy.doc

TRAVEL POLICY

449201-COUNTYOFSSUSSEXTRAVELPOLICY.doc

TELEPHONE POLICY

MAINTENANCE AGREEMENTS

LEASE OR MORTGAGE DOCUMENT

INSURANCE POLICY

449201-2013PrrofofInsurance-SussexCounty.pdf

COST ALLOCATION PLAN

ESTIMATES FOR EQUIPMENT

COMPUTER SECURITY POLICY

449201-InternetAUP-2002.pdf

CONSULTANT AGREEMENTS

STATEMENT OF GROSS REVENUE

OR

ANNUAL AUDIT REPORT

449201-2011SussexCountyaudit.pdf

TAX CLEARANCE CERTIFICATE



Sussex County

DOAS13AAA039 (1)

Miscellaneous Attachments

Description Additional Title III D Programs
449202-ADDITIONALTITLEIIIDEDUCATIONPROGRAMS.doc

Description Government Agency Provider
449202-APSGovernmentAgencyProvider.pdf

Description Government Agency Provider
449202-Outreach-CareManagementGovernemntAgencyProvider.pdf

Description Government Agency Provider
449202-TransitGovernmentAgencyProvider.pdf

Description Government Agency Provider Nutrition
449202-FinalVernonCongregatejustification.pdf

Description Government Agency Provider Nutrition
449202-FinalFranklinCongregatejustification.pdf

Description Government Agency Provider Nutrition
449202-FinalNewtonCongregatejustification.pdf

Description Government Agency Provider Nutrition
449202-HopatcongCongregateAgencyProvider.pdf

Description 2012 Title III RFP
449202-RFPTitleIII2012.doc

Description Priority Waiver Nurses Choice
449202-NursesChoicePriorityWaiver.pdf



Sussex County

DOAS13AAA039 (1)

Miscellaneous Attachments

Description

525688-NutritionDirectServiceWiaver.pdf

Description

525688-SummaryRFPProcess.doc

Description

Description

Description

Description

Description

Description

Description

Description



ATTACHMENT A

I. The Terms and Conditions for Administration of Grants are hereby made a part of this award and contain the following requirements:

A. Administrative B. Compliance C. Audit

II. Budget Revision and Amendment

A. All budget revisions and amendments must be approved, in writing by the Grant Management Officer.

B. Refer to Subpart M of the Terms and Conditions for Administration of Grants for specific requirements when a Budget Revision or Modification is required.

III. Method of Payment

Cash payments will be provided to the Grantee based on:

On a scheduled advanced payment basis (see attached schedule of payments):

- Monthly Quarterly
- Cost reimbursement payments shall be made by the department on a Monthly basis upon submission of an expenditure report.
- Payments shall be made by the Department on a quarterly basis upon submission of a progress report. At the Department's discretion the final payment may be withheld pending receipt of final reports. This amount is not to exceed five (5) percent of the total grant amount.

IV. Financial and Performance Reporting

A. Interim expenditure reports shall be submitted on a Quarterly basis. These reports, certified by the Grantee's Chief Officer, Shall be submitted no later than ten (10) working days immediately following the end of the reporting period.

B. Performance reports shall be submitted on a Quarterly basis. These reports shall be submitted no later than 10 days working days after the end of each reporting period.

C. A final report shall be submitted by the grantee no later than 30 days after completion of the budget period or termination of the grant.

D All financial reports shall be prepared, in a manner consistent with the grantee's normal accounting records.

V. Other Grant Provisions

A. It is the Department understanding that the Grantee's fiscal year ends on 12/31 . Any change in the fiscal year must be reported immediately to the Department.

B. Grantee shall submit a copy of its audit report (single audit, program specific audit or financial audit) to the Department within nine months after the end of its fiscal year. The audit report shall be mailed to: New Jersey Department of Health and Senior Services, Grants Management and Review Program, PO Box 360, Trenton, NJ 08625-0360.

Failure to submit this report to the Department may result in termination or suspension of all grants to the grantee and the grantee may not be considered for any future funding. This requirement is in accordance with Subpart L of the Grantee's Terms and Conditions. Refer to this Subpart for exclusions from the single audit policy.

VI. Availability of Funds

A. The grantee recognizes and agrees that continuation of funding under a grant is expressly dependent upon the availability of funds to the Department appropriated by the State Legislature from State or federal revenue or such other funding sources as may be applicable. The Department shall not be held liable for any breach of this agreement, because of the absence of available funding appropriations.



Attachment C - Program Specifications

Attachment C Uploaded

559640-2013APCScopeofServices.doc

Attachment C Addendum #1 (Optional)

Attachment C Addendum #2 (Optional)

Attachment C Addendum #3 (Optional)

Additional Information for Grantee Reference (Optional)

Attachment C Manually Input